



**This schedule applies to: All Local Government Agencies**

**Scope of records retention schedule**

This records retention schedule covers the public records of all local government agencies relating to the common functions of the management of the agency, and management of the agency's assets, finances, human resources and information resources.

This records retention schedule is to be used in conjunction with the other approved schedules that relate to the functions of the agency.

**Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival or Permanent must not be destroyed. Records designated as Potentially Archival must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with RCW 42.56. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on December 16, 2008.

***Signature on File***

**For the Attorney General: Cindy Evans**

***Signature on File***

**For the State Auditor: Mark Rapozo**

***Signature on File***

**The State Archivist: Jerry Handfield**



## Revision History

Version	Date of Approval	Extent of Revision
1.0	December, 2008	<p>Consolidation of existing records series common to all local government agencies (from all local government general schedules) into a single records retention schedule. No changes to records series titles, descriptions, retention periods, disposition authority numbers (DANs), or archival designations. EXCEPTION: All duplicate DANs have been assigned new DANs.</p> <p>New series relating to Electronic Imaging System (EIS) source documents (DAN 50-09-14).</p>



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## 1. AGENCY MANAGEMENT

The function relating to the overarching management of the local government agency and its general administration. Also includes managing the agency's interaction with its community, and legal matters.

### 1.1. ADMINISTRATION (GENERAL)

*The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.1	ACCREDITATION, CERTIFICATION, AND LICENSE DOCUMENTATION FOR AGENCY FUNCTIONS AND OPERATIONS Includes documentation of any mandatory or voluntary accreditation, certification or licenses for any aspect of an agency's functions and/or operations.  New Series – 06/05	OPR	Until superseded or terminated plus 6 years	Destroy when obsolete or superseded	GS50-01-42	
1.1.2	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.	OFM	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - See remarks	Destroy when obsolete or superseded	GS50-01-02	Contact your Regional Archivist before disposing of elected official, executive or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.



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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.3	APPOINTMENT CALENDARS	OFM	Destroy when obsolete or superseded See remarks	Destroy when obsolete or superseded	GS50-01-36	Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.
1.1.4	CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-08	
1.1.5	CORRESPONDENCE Letters and attached materials sent and received during the course of agency business.  <i>Note: DAN GS50-01-12 was also assigned to CORRESPONDENCE - ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS (which has been changed to DAN GS50-01-53). 12/2008</i>	OFM	2 years - elected official, executive, and department head files are potentially archival - See remarks	Destroy when obsolete or superseded	GS50-01-12	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.



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1.1.6	INFORMATIONAL REPORTS COMPILED FOR AGENCY USE	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.1.7	MINUTES AND FILES OF GENERAL OFFICE MEETINGS Minutes, agenda and meeting files from agency staff meetings, internal committees, task force committees, and other internal agency meetings which meet to coordinate activities, work out problems, serve as soundings boards, or as vehicle for communication.  New Series – 05/07.	OFM	Date of document plus 2 years	Destroy when obsolete or superseded	GS50-01-43	This records series does not include meeting records covered in the LGGRS records series GS50-01-53 and GS50-05B-04. Consistent with State Government agencies General Records Retention Schedule MINUTES AND FILES OF GENERAL OFFICE MEETINGS, GS09009.
1.1.8	PROJECT FILES (MISCELLANEOUS)  New Series – 05/02	OPR	Completion of Project plus 6 years -Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-39	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



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1.1.9	PUBLIC DISCLOSURE LOBBYIST REPORTING Quarterly reports to the Washington State Public Disclosure Commission relating to lobby activities by the agency. Used to document lobby activities with RCW 42.17. May include Public Disclosure forms L-5 or their electronic equivalent.  New Series – 07/03	OPR	6 years	Destroy when obsolete or superseded	GS50-01-41	
1.1.10	RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES  <i>Note: DAN GS50-01-32 was also assigned to AFFIRMATIVE ACTION REPORTS (which has been changed to DAN GS50-01-54), and PLANNING REPORTS, STUDIES, MODELS AND ANALYSIS SURFACE WATER, DRAINAGE, AND FLOOD CONTROL (which has been changed to DAN GS50-01-57). 12/2008</i>	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-32	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.





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1.1.11	TELEPHONE LOGS AND USAGE DETAIL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-35	



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1.1.12	<p>THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS HAVING NO PUBLIC RECORD RETENTION VALUE, AND MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE:</p> <ul style="list-style-type: none"><li>• AGENCY PUBLICATIONS Supplies of agency publications, forms, and printed documents which are superseded, outdated, or otherwise valueless, EXCEPT FOR ACCOUNTABLE FORMS WHICH MUST BE EXAMINED BY THE STATE AUDITOR'S OFFICE BEFORE BEING DESTROYED. Agency publications may be given away to the public or other agencies rather than being destroyed.</li><li>• CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.</li></ul>	OFM	Retain until obsolete or superseded		GS50-02	



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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.12 (Cont.)	<ul style="list-style-type: none"><li>• INFORMATIONAL COPIES Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.</li><li>• LETTERS OF TRANSMITTAL Letters of transmittal, which do not add any information to the transmitted materials.</li><li>• MISCELLANEOUS MEMORANDA Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employees meetings, holidays, etc.</li><li>• PRELIMINARY DRAFTS Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes, which do not represent significant basic steps in the preparation of record documents.</li><li>• REPRODUCTION MATERIALS Includes materials such as stencils, hectograph masters and offset plates.</li></ul>	OFM	Retain until obsolete or superseded (Cont.)		GS50-02 (Cont.)	



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1.1.12 (Cont.)	<ul style="list-style-type: none"><li>• ROUTING SLIPS Routing slips used to direct the distribution of documents.</li><li>• SHORTHAND NOTES, STENOGRAPHIC TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS After they have been transcribed into typewritten or printed form on paper or microfilm.</li><li>• TELEPHONE MESSAGES "While you were away" slips, check slips, or similar forms used to convey non-policy informational messages. Materials containing personal information should be disposed of in a secure manner.</li><li>• USED / CANCELED EVENT TICKETS AND PASSES</li></ul>	OFM	Retain until obsolete or superseded (Cont.)		GS50-02 (Cont.)	



## 1.2. BOARDS, COUNCILS AND COMMITTEES

*The activity of documenting the business of decision-making bodies, and the administrative arrangements and support provided to them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.1	AFFIDAVIT OF MAILING, POSTING, AND PUBLICATION OF PUBLIC NOTICES	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-20	
1.2.2	AGENDA PACKETS- ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS Includes all referenced and attached documents.	OFM	3 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-05B-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.2.3	AGENDA REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-02	
1.2.4	AGENDAS/BRIEFS/PACKETS Council, Commission, or Board Member Agendas/Briefs/Packets	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.5	ANNUAL REPORTS ADOPTED May also include annual messages of chief executive officer.	OPR	PERMANENT as adopted - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-05A-04	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.2.6	APPOINTMENTS OF COUNCIL MEMBERS, COMMISSIONERS, BOARD MEMBERS, DEPARTMENT HEADS, OR OTHER AGENCY OFFICIALS	OPR	PERMANENT (in council, commission, or board minutes)	Destroy when obsolete or superseded	GS50-05A-05	
1.2.7	AUDIO/VIDEO RECORDINGS OF OFFICIAL PROCEEDINGS Magnetic sound or video recording of governing council, commission, or board proceedings which may be used to prepare minutes.	OPR	6 years OR 1 year if transcribed, and transcription is approved See remarks	Destroy when obsolete or superseded	GS50-05A-06	Due to the limited life span of magnetic recordings, this records series cannot serve as a permanent record of the official proceedings. Verbatim accounts of meetings are often required as evidence in court proceedings involving decisions, which result in ordinances, resolutions, or official policy.
1.2.8	AUDIO/VIDEO TAPE RECORDINGS OF MEETINGS ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OFM	Keep until approval of written minutes	Destroy when obsolete or superseded	GS50-05B-05	



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1.2.9	CORRESPONDENCE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS  REV: New DAN assigned. (Original DAN GS50-01-12 was a duplicate.) 12/2008	OFM	2 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-53	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.2.10	INDEXES TO MINUTES , ORDINANCES, AND RESOLUTIONS ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-12	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



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1.2.11	MINUTES - ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS Includes all references and attached documents.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05B-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.2.12	MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED - Includes all referenced and attached documents.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-13	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.





## 1.2. BOARDS, COUNCILS AND COMMITTEES

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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.13	OATHS OF OFFICE  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.  Series revised. Changed Primary Copy retention from "Permanent" - 09/05	OPR	End of term of office plus 6 years	Destroy when obsolete or superseded	GS50-05A-15	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
1.2.14	ORDINANCE AND RESOLUTION DEVELOPMENT FILES Documentation of the analysis and development of ordinances and/or resolutions submitted for the approval of the agency's governing council, commission, or board.	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-25	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.



**1.2. BOARDS, COUNCILS AND COMMITTEES**

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1.2.15	ORDINANCES AND RESOLUTIONS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-16	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
1.2.16	PETITIONS TO THE COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-17	



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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.17	RECORDS OF PUBLIC HEARINGS May include verbatim agenda, minutes, transcripts, speaker sign up, written testimony, and official notices.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT - Potential archival value -See remarks	Destroy when obsolete or superseded	GS50-05A-18	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
1.2.18	REPORTS SUBMITTED TO GOVERNING COUNCIL, COMMISSION, COMMITTEE, BOARD, OR EXECUTIVE BY THE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05B-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 1.2. BOARDS, COUNCILS AND COMMITTEES

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1.2.19	SPECIAL PURPOSE DISTRICT INFORMATION STATEMENT – ANNUAL Statement required to be submitted to the appropriate county auditor by individual junior taxing districts.  REV: New DAN assigned. (Original DAN GSGS50-05A-23 was a duplicate.) 12/2008  New series - 12/05	OPR	6 years	Destroy when obsolete or superseded	GS50-05A-25	Reference RCW 36.96.090 (1)
1.2.20	SUB-COMMITTEE MINUTES/REPORTS	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-08	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.2.21	TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF OFFICIAL PROCEEDINGS	OPR	6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-05A-21	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



### 1.3. COMMUNITY RELATIONS

*The activity of the local government agency's interaction with its community.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.3.1	BIOGRAPHICAL FILES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.3.2	CITIZENS' COMPLAINTS/REQUESTS Communications from citizens making a complaint or request, as well as the associated agency response.  Series revised. Added description, added Remarks, and added cut-off - 05/07	OFM	Matter Closed plus 3 years	Destroy when obsolete or superseded	GS50-01-09	The retention of Citizens' Complaints and Requests can be delegated to the responding agency. The responding agency will retain the original request along with the response.
1.3.3	HISTORICAL FILES OF THE AGENCY	OFM	Destroy when obsolete or superseded - Potential value - See remarks	Destroy when obsolete or superseded	GS50-06F-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.3.4	MAILING LISTS	OFM	Retain until obsolete or superseded	Destroy when obsolete or superseded	GS50-01-21	



### 1.3. COMMUNITY RELATIONS

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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.3.5	NEWSPAPER CLIPPINGS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-05	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.3.6	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL Photographic negatives and prints may be held at Regional Archives for permanent preservation and security backup - See remarks.	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-06	Please contact your Regional Archivist before disposing of this record or to discuss transfer for permanent preservation and security backup.
1.3.7	PRESS RELEASES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



### 1.3. COMMUNITY RELATIONS

*The activity of the local government agency's interaction with its community.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.3.8	PUBLIC OPINION POLLS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-30	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
1.3.9	SCRAPBOOKS AND ALBUMS	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.3.10	SPEECHES	OFM	Destroy when obsolete or superseded - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06F-09	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



**1.4. CONTRACTS / AGREEMENTS**

*The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.4.1	BID AND PROPOSAL FILES (SUCCESSFUL BIDS AND PROPOSALS ONLY) Case histories of requests for bids and proposals to provide the agency with goods and services, including specifications, bid evaluation documents, the chosen bid or proposal, and statements of qualification.  Series revised. Added bid evaluation documentation' in front of phrase 'the chosen bid or proposal' - 06/06	OPR	6 years after completion of purchase or fulfillment of contract	Destroy when obsolete or superseded	GS50-08A-01	
1.4.2	CONSULTANT AND CONTRACTOR ROSTERS	OFM	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-08A-02	





#### 1.4. CONTRACTS / AGREEMENTS

*The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.4.3	CONTRACTS, AGREEMENTS, AND WARRANTIES  <i>NOTE: DAN GS50-01-11 was also assigned to COLLECTIVE BARGAINING AGREEMENTS (which has been changed to DAN GS50-01-50), FINAL AGREEMENT (which has been changed to DAN GS50-01-51), and INITIAL AGREEMENT (which has been changed to DAN GS50-01-52). 12/2008</i>	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	
1.4.4	PRICE CHECKS AND INFORMAL QUOTATIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-08A-06	
1.4.5	PURCHASE ORDER, REQUISITION AND BID LOGS LISTING Listing of purchase order, requisitions and/or bids in numerical order, including date, item, amount, department, and vendor.	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-07	



**1.4. CONTRACTS / AGREEMENTS**

*The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.4.6	UNSUCCESSFUL BIDS AND PROPOSALS Includes statement of qualification. Series revised. Increased primary copy retention from 2 years - 07/03	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-11	
1.4.7	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-13	Note: Initiative Measure 200 went into affect 12/98. Disposition of this series may begin in 2005.



### 1.5. LEGAL

*The activity of managing the agency's legal affairs, including litigation and legal advice. Includes internal and outside counsel.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.5.1	ACCIDENT CLAIMS FOR DAMAGES FILED EITHER AGAINST THE AGENCY BY OTHER PARTIES, OR BY THE AGENCY AGAINST OTHER PARTIES Includes vehicle accidents.  Series revised Removed 'INJURY' from title, and changed primary copy retention from 'Settlement plus 6 years' 03/03	OPR	Claim closed plus 6 years	Destroy when obsolete or superseded	GS50-06C-12	
1.5.2	ATTORNEY GENERAL OPINIONS	OFM	Attorney General - PERMANENT	Destroy when obsolete or superseded.	GS53-02-01	
1.5.3	BOND PROJECT FILES LEGAL COUNSEL Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS53-02-06	
1.5.4	CLAIMS FOR DAMAGES	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-01-10	
1.5.5	LEGAL ISSUES/ADVICE FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-02-05	



## 1.5. LEGAL

*The activity of managing the agency's legal affairs, including litigation and legal advice. Includes internal and outside counsel.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.5.6	LEGAL OPINIONS Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS53-02-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.5.7	LITIGATION CASE FILES Documentation of a civil suit by the agency against another party or defense of the agency and/or agency employee against suit by another party.  <i>Note: DAN GS53-02-04 was also assigned to CIVIL LITIGATION FILES (which has been changed to DAN GS52-07-15). 12/2008</i>	OFM	Agency record copy - Case closed plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded - Potential archival value - See remarks	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.5.8	RESTITUTION STATEMENT Source document backup for billing.  Series revised Changed title from 'STATEMENT FOR RESTITUTION' 06/03	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-17	



**1.6. PLANNING, MISSION, AND CHARTER**

*The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.6.1	AGENCY CHARTERS AND BY-LAWS Official, adopted charter defining scope of the agency and its rights, responsibilities, and authority. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.  Series revised. Added "AND BY-LAWS" to Series Title - 09/05	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-01	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
1.6.2	CENSUS RECORDS FROM THE STATE OFFICE OF FINANCIAL MANAGEMENT	OFM	The State Office of Financial Management keeps primary copy PERMANENT	Destroy when obsolete or superseded - Potential archival value - See remarks	GS50-01-37	Contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.



**1.6. PLANNING, MISSION, AND CHARTER**

*The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.6.3	CHARTER HISTORY FILES Includes past, current, and proposed charters which will provide background and historical reference for county or city charter review.  Series revised - added "or city" to Description - 09/05	OFM	Agency option - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-07	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.6.4	FRANCHISES ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Termination or withdrawal plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-05A-10	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
1.6.5	GOALS & OBJECTIVES WORKING FILE	OFM	3 years	Destroy when obsolete or superseded	GS50-05A-11	



**1.6. PLANNING, MISSION, AND CHARTER**

*The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.6.6	WORK PLANS Plan of an agency's actions for the coming year. Documents agency, section, or program timelines and areas of responsibility to specific actions.  New Series - 01/02	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-38	



## 1.7. POLICIES AND PROCEDURES

*The activity of creating systematic approaches to operations and processes.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.7.1	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS Internal procedures and instructions - Guidance on any routine internal procedure or protocol required for day to day operations. Includes work assignments to staff.  Series revised. Added description - 05/07	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-01	





## 1.7. POLICIES AND PROCEDURES

*The activity of creating systematic approaches to operations and processes.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.7.2	<p>OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES</p> <p>Officially adopted policies, procedures or public rules affecting the entire agency. Activated through executive or department head signature, ordinance or resolution.</p> <p>Series Revised: Added description, changed Remarks from 'The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards'; changed retention from 'Permanent as adopted - one copy Archival - see remarks' and moved Essential Records Information to Remarks column. - 05/07</p>	OPR	Adoption - Permanent	Destroy when obsolete or superseded	GS50-01-24	<p>Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.</p> <p>Essential Record - Needs security microfilm backup.</p>



## 1.8. RISK MANAGEMENT / INSURANCE

*The activity of identifying and mitigating risks to the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.8.1	DISASTER DAMAGE DECLARATION STATEMENTS	OFM	3 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-14-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
1.8.2	DISASTER PREPAREDNESS AND RECOVERY PLANS  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-14-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 1.8. RISK MANAGEMENT / INSURANCE

*The activity of identifying and mitigating risks to the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.8.3	DISASTER/EMERGENCY MANAGEMENT PLAN ESSENTIAL RECORD - Needs security microfilm backup - See remarks  Series revised. Changed primary copy retention from PERMANENT 03/03	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06C-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives technical standards.
1.8.4	FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) CLAIMS Federal claims made following disasters.  New series 03/03	OPR	Claim closed plus 6 years	Destroy when obsolete or superseded	GS50-06C-32	
1.8.5	FIDELITY AND SURETY COVERAGE BONDS	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-09	
1.8.6	HOLD HARMLESS AGREEMENTS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-13	
1.8.7	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-15	



## 1.8. RISK MANAGEMENT / INSURANCE

*The activity of identifying and mitigating risks to the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.8.8	INSURANCE POLICIES PURCHASED Includes accident/injury, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency.  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-16	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
1.8.9	INSURANCE POLICY CERTIFICATES ESSENTIAL RECORD-Needs security microfilm backup. See remarks.  Series revised. Changed title from 'CERTIFICATES OF INSURANCE,' increased primary copy retention from '6 years,' and added Essential Record statement 03/03	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-06C-04	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
1.8.10	INSURANCE WAIVERS	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-17	



## 1.8. RISK MANAGEMENT / INSURANCE

*The activity of identifying and mitigating risks to the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.8.11	MINORS TRAVEL NOTICES Notices provided to all parents of minors who travel to outside facilities or remote locations to participate in agency programs.  New series - 12/05	OFM	End of participation in event or activity plus 1 year - See Remarks	Destroy when obsolete or superseded	GS50-06C-34	Retain for 3 years after the minor's 18th birthday when an incident report has been filed affecting the minor.
1.8.12	MINORS TRAVEL PERMISSION SLIPS Permission slips signed by parents of minors who travel to outside facilities or remote locations to participate in agency programs.  New series - 12/05	OFM	End of participation in event or activity plus 1 year - See Remarks	Destroy when obsolete or superseded	GS50-06C-35	Retain for 3 years after the minor's 18th birthday when an incident report has been filed affecting the minor.
1.8.13	RISK DATA Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-25	



**1.8. RISK MANAGEMENT / INSURANCE**

*The activity of identifying and mitigating risks to the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.8.14	STORM/DISASTER RESPONSE ACTION FILES Documentation of agency's activities and locations of work performed on storms, floods, and other emergencies.	OPR	6 years - Potential archival value - See remarks-	Destroy when obsolete or superseded	GS50-18-29	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 2. ASSET MANAGEMENT

The function of managing the local government agency's physical assets (facilities, land, equipment, vehicles, supplies, etc.) Includes asset acquisition, maintenance, inventory, and disposal.

### 2.1. AUTHORIZATION

*The activity of granting and/or receiving permission or approval in relation to asset management.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.1	CONFINED SPACE PERMIT FILES Records of internally-issued permits (notices) for individual entries into confined spaces as provided by WAC 296-809, which should include documentation that required safety procedures were followed.  REV: New DAN assigned. (Original DAN GS50-06B-23 was a duplicate.) 12/2008  New series - 11/05.	OPR	1 year	Destroy when obsolete or superseded	GS50-06B-26	Reference WAC 296-809-5006 (Retention period specified by WAC.)
2.1.2	FIRE ALARM APPLICATION	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06C-11	



## 2.2. DESIGN AND CONSTRUCTION

*The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.1	AS-BUILT CONSTRUCTION PROJECT PLANS Documentation of the actual physical product of each construction project. Documents both the as-approved design and changes made during construction.  ESSENTIAL RECORD- Needs security microfilm backup - See remarks.	OPR	Life or sale of facility plus 3 years Potential archival value - See remarks-	Destroy when obsolete or superseded	GS50-18-06	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.2.2	AS-DESIGNED DRAWINGS Documents used to guide the construction of roads, bridges, buildings, and other public facilities. May include drawings for temporary activities (i.e., project traffic, erosion control, etc). May be posted with changes during construction and become as-builts (see DAN GS50-18-06).	OFM	Completion of project plus 6 years- See remarks	Destroy when obsolete or superseded	GS50-18-07	If as-built is not produced, then the as-designed becomes primary copy and needs to be kept for life of structure plus 3 years





## 2.2. DESIGN AND CONSTRUCTION

*The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.3	CAPITAL IMPROVEMENT AND/OR LEVY PLANNING PROJECT FILE  New series 09/02	OFM	Completion of project Potential archival value See remarks	Destroy when obsolete or superseded	GS51-07-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.2.4	CONSTRUCTION LOG Chronological listing of the progress of construction projects.  New series 09/02	OFM	Completion and acceptance of project plus 6 years	Destroy when obsolete or superseded	GS51-07-07	
2.2.5	CONSTRUCTION PROJECT FILES  Case file documentation on the progress and completion of each agency public works or engineering construction project. Added from Public Works Section 09/02	OPR	Completion of project plus 6 years	Destroy when obsolete or superseded	GS50-18-10	



## 2.2. DESIGN AND CONSTRUCTION

*The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.6	ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS Architectural, structural, plumbing, electrical, etc.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Disposal or sale of property plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-06B-02	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.2. DESIGN AND CONSTRUCTION

*The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.7	<p>FACILITIES STANDARDS AND SPECIFICATIONS MANUAL Documentation of standards and specifications for the construction, operation and maintenance of agency facilities.</p> <p>ESSENTIAL RECORD - Needs security backup - See remarks.</p> <p>Series Revised - Added 'Facilities' to the title, removed 'Electric Power System Engineering and Construction' from the title and added description - 09/06</p>	OFM	10 years after superseded - Potential archival value - See remarks-	Destroy when obsolete or superseded	GS55-05G-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.2. DESIGN AND CONSTRUCTION

*The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.8	INSTALLED EQUIPMENT/SYSTEM DOCUMENTATION FACILITY AND PROPERTY MANAGEMENT Documentation of major equipment or operating systems, such as sound or audio-visual systems, not integral to the structure of a facility, which may be installed and replaced during the life of the facility. May include system layout descriptions, specifications, operating manuals, warranties, installation drawings and other documentation integral to the maintenance and operation of the equipment or system.	OPR	6 years after the equipment or system is disposed of or replaced	Destroy when obsolete or superseded	GS50-06B-22	



### 2.3. DISPOSAL

*The activity of disposing of the local government agency's assets through sale or otherwise.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.1	ADVANCE NOTIFICATIONS OF AUCTION	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-08C-01	
2.3.2	AUCTION AUTHORIZATION FILES Copy of resolution or ordinance and related documents authorizing auction of surplus property.	OFM	Clerk of governing council, commission, or board - PERMANENT - Attach to resolution or ordinance	Destroy when obsolete or superseded	GS50-08C-02	
2.3.3	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-08	
2.3.4	SURPLUS PROPERTY INVENTORY TRANSFER SHEET Transferring specific fixed assets from departments to Surplus Property.	OFM	3 years	Destroy when obsolete or superseded	GS50-08C-07	



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.1	CERTIFICATE OF DISPOSAL AND DESTRUCTION OF HAZARDOUS WASTE  ESSENTIAL RECORD - Needs security microfilm backup - See Remarks	OPR	50 years	Destroy when obsolete or superseded	GS50-26-01	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.4.2	CRITICAL MATERIALS LIST A list of chemical types and quantities for critical (hazardous) materials stored on a site as per regulations.  ESSENTIAL RECORD - - Needs security microfilm backup - See remarks.	OPR	Life of approved activity	Destroy when obsolete or superseded	GS50-11-10	The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.4.3	ENVIRONMENTAL MONITORING REPORTS  Series revised. Change retention from PERMANENT 11/03	OFM	Disposition of land or facility plus 10 years - Potential archival value - See remarks	3 years	GS51-07-10	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.4	ENVIRONMENTAL SITE ASSESSMENT An analysis of environmental conditions on individual parcels of real property either owned or considered for purchase by the agency, including hazardous materials and conditions.  New series - 11/05	OPR	OPR (for parcels of property owned by the agency): Until assessment superseded or sale of property plus 10 years - Potential archival value - See Remarks. OFM (for parcels not acquired by the agency): Destroy when obsolete or superseded - Potential archival value - see Remarks	Destroy when obsolete or superseded	GS50-06B-24	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.4.5	GENERATOR ANNUAL DANGEROUS WASTE REPORT HAZARDOUS MATERIALS ADMINISTRATION (To Department of Ecology) summary of hazardous waste removal.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-02	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.6	HAZARDOUS MATERIALS ABATEMENT PROJECT FILE Includes records of asbestos removal, underground storage tank removal, and other large-scale hazardous material removal.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-10	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
2.4.7	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT Description of accident and cleanup. Includes information on personal exposure.  ESSENTIAL RECORD - Needs security microfilm backup -See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-03	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.





## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.8	HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-04	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.4.9	HAZARDOUS MATERIALS DISPOSAL RECORDS AND/OR CERTIFICATE OF DESTRUCTION Documentation of hazardous materials disposed of by the agency. May include used oil, car parts, etc.  ESSENTIAL RECORD - Needs security microfilm backup. See remarks.  Series revised. Add 'AND/OR CERTIFICATE OF DESTRUCTION' to title - 06/03	OPR	50 years	Destroy when obsolete or superseded	GS50-19-12	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.10	HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN Annual reports prepared for the State Emergency Response Commission (SERC) , Local Emergency Planning Committees (LEPC), and local fire departments that document hazardous materials and their locations. The report makes emergency planners aware of hazardous materials located in their jurisdiction.  New series - 09/04	OPR	Completion of report plus 6 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-19-16	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.4.11	HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-19-05	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.12	HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-06	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individual to hazardous materials.
2.4.13	HAZARDOUS MATERIALS INVENTORY SHEET List of chemicals and other hazardous materials present in each work area.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.14	HAZARDOUS MATERIALS MANAGEMENT PLAN  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
2.4.15	HAZARDOUS MATERIALS TRAINED PERSONNEL LIST Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes attendance information and completion date.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-09	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.16	HAZARDOUS WASTE DISPOSAL PERMITS  Series transferred from Land Use, Planning, Permits and Appeals section - 09/05	OPR	30 years	Destroy when obsolete or superseded	GS55-01M-04	Reference WAC 173-303-281, and WAC 173-303-806
2.4.17	MATERIALS SAFETY DATA SHEET (MSDS).  ESSENTIAL RECORD - Needs security microfilm backup -See remarks.	OPR	30 years	Destroy when obsolete or superseded	GS50-19-11	Please reference WAC 296-62-05207. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.4.18	NOTIFICATION OF DANGEROUS WASTE ACTIVITY HAZARDOUS MATERIALS ADMINISTRATION	OPR	Destroy when superseded or when item is no longer on hand	Destroy when obsolete or superseded	GS50-19-13	



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.19	PESTICIDE SPRAY APPLICATION DOCUMENTATION Includes location and crop or site where applied, date and time application of pesticide was applied, product name and environmental protection agency registration number, amount and concentration of pesticide applied, number of acres or other appropriate measure to which pesticide applied, licensed applicator's information, direction/estimated velocity of wind at time of application, etc. Series revised - 02/02	OPR	7 years	Destroy when obsolete or superseded	GS50-18-43	Reference RCW 17.21.100 (3)
2.4.20	PHYSICAL EXAMINATION REPORTS FOR EMPLOYEES EXPOSED TO HAZARDOUS MATERIALS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-01	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.4. ENVIRONMENTAL MANAGEMENT

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ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.21	POLLUTION AND POLLUTION CONTROL STUDIES	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05H-01	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.22	<p>REMEDIAL SITE FILES - SUPERFUND SITE-SPECIFIC</p> <p>Contains all documents relating to: chemical analysis services performed to support Superfund remedial and removal, site-specific records relating to removal activities and activities conducted at remedial sites. Examples: Correspondence, quality assurance plans, endangerment assessment, risk assessment, health and safety plans, potentially responsible party searches and investigations, projects operations plans, remedial investigation reports, feasibility studies, Comprehensive Environmental Response, Compensation, and Liability Information System (CIRCLIS) Superfund removal records, removal response files.</p> <p>ESSENTIAL RECORD - Needs security backup - see Remarks</p> <p>New Series - 06/04</p>	OPR	Submission of final financial status report plus 10 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-19-14	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Reference 40CFR35.6705.





## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.23	STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE	OPR	Disposal or sale of property plus 10 years - See remarks	Destroy when obsolete or superseded	GS55-05H-02	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.
2.4.24	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLISTS	OPR	Disposal or sale of property plus 10 years - See remarks	Destroy when obsolete or superseded	GS55-05H-03	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.
2.4.25	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENT WORK FILES  New series 04/04	OFM	Issuance of permit	Destroy when obsolete or superseded	GS51-07-26	
2.4.26	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS Submitted for land use code approval of agency projects.	OPR	Disposal or sale of property plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05H-04	Reference WAC 197-11. Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.27	<p>SUPERFUND TOXIC CHEMICAL RELEASE FILES</p> <p>Contains documents relating to requirement for submission of information relating to the release of toxic chemicals under Section 313 SARA Title III Emergency Planning and Community Right-to-Know Act (EPCRA). Information collected is intended to inform the general public and the communities surrounding covered facilities about releases of toxic chemicals. Includes EPA forms, inspection reports, consent agreements, and other information for listed toxic chemicals.</p> <p>New series - 06/04</p>	OPR	Submission of final financial status report plus 10 years Potential archival value See remarks	Destroy when obsolete or superseded	GS50-19-15	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Reference 40CFR35.6705.



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.28	<p>UNDERGROUND STORAGE TANKS - ROUTINE OPERATION AND MAINTENANCE RECORDS</p> <p>Series is used to document routine testing, inspection and monitoring of agency-owned underground storage tanks containing regulated substances. May include correspondence, inspection and testing reports related to equipment integrity, corrosion, tightness calibration, etc. Also includes repair and modification documentation and additional records used to demonstrate that tanks are operated in compliance and State and Federal regulations.</p> <p>New Series - 06/06</p>	OPR	End of Calendar Year plus 10 years.	Destroy when obsolete or superseded.	GS50-19-18	CFR Citation: 400CFR 28.045 WAC Citation: WAC 173-360-355



## 2.4. ENVIRONMENTAL MANAGEMENT

*The activity of managing and monitoring the local government agency's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.29	<p>WASTE MATERIALS ANALYSIS REPORTS Documentation of analysis of waste materials, such as used oil, which are used to determine if the materials should be disposed of or recycled as non-hazardous or hazardous waste.</p> <p><i>Note: DAN GS50-06B-23 was also assigned to CONFINED SPACE PERMIT FILES (which has been changed to DAN GS50-06B-26), and INSPECTION DOCUMENTATION (which has been changed to DAN GS50-06B-27). 12/2008</i></p> <p>New series - 02/06.</p>	OPR	Completion of analysis plus 6 years	Destroy when obsolete or superseded	GS50-06B-23	



## 2.5. INVENTORY

*The activity of detailing or itemizing goods, materials and resources on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.1	FIXED ASSET INVENTORIES	OFM	Destroy when obsolete or superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-04	
2.5.2	INVENTORY OF FIXED ASSETS Includes fixed asset inventory (year-end) as well as documentation of current status and updates and adjustments to the fixed asset inventory.  Series Revised: Combined with records series GS50-03A-12 - changed description from 'Year-end report' and removed CFR reference as it was not relevant to this records series. 09/06	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03A-18	
2.5.3	INVENTORY OF MATERIALS / EQUIPMENT, CHANGES AND TRANSFERS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-02	
2.5.4	INVENTORY/YEAR-END REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-03	



## 2.5. INVENTORY

*The activity of detailing or itemizing goods, materials and resources on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.5	PARTS CONTROL FILES - Record of vehicle/equipment parts in stock.	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-12	
2.5.6	PARTS INVENTORY	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-17	
2.5.7	PARTS MASTER LISTING REPORTS	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-18	
2.5.8	RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-22	
2.5.9	SURPLUS PROPERTY INVENTORY	OPR	6 years	Destroy when obsolete or superseded	GS50-08C-06	



## 2.5. INVENTORY

*The activity of detailing or itemizing goods, materials and resources on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.5.10	TREE INVENTORY Documents the number, type, age, and estimated height of trees on agency-owned property under an agency-adopted inventory policy, e.g. historical or ornamental trees.  New series - 11/05	OFM	Until obsolete or superseded plus 3 years - Potential archival value - See Remarks	Destroy when obsolete or superseded	GS50-06B-25	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



## 2.6. LEASING / USAGE

*The activity of the local government agency either acquiring or granting temporary authority to use goods, materials and resources.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.6.1	BILLING TO OTHER AGENCIES FOR USE OF VEHICLES AND EQUIPMENT	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-01	
2.6.2	EQUIPMENT AND VEHICLE CHECKOUT LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-03	
2.6.3	EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-04	
2.6.4	EQUIPMENT AND VEHICLE LEASES	OPR	Termination of lease plus 6 years	Destroy when obsolete or superseded	GS50-06E-05	
2.6.5	EQUIPMENT AND VEHICLE USE REQUEST	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-09	
2.6.6	EVICITION RECORDS Eviction records, legal eviction files.	OPR	6 years after judgment or final decision	Destroy when obsolete or superseded	GS55-05A-09	
2.6.7	FACILITY RENTAL/USE SCHEDULE	OFM	3 years	Destroy when obsolete or superseded	GS51-07-11	





**2.6. LEASING / USAGE**

*The activity of the local government agency either acquiring or granting temporary authority to use goods, materials and resources.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.6.8	FACILITY USE AUTHORIZATION PERMIT New series 09/02	OPR	6 years	Destroy when obsolete or superseded	GS51-07-12	
2.6.9	LEASES Official documentation of leases for property leased by and from other parties and agency property leased to the public.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS55-05A-07	



## 2.7. MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.7.1	ACCIDENT/TRAFFIC COLLISION LOGS  Series revised. Added '/TRAFFIC COLLISION' to title - 03/03	OFM	6 years after last entry	Destroy when obsolete or superseded	GS50-06E-13	
2.7.2	ACCIDENT/TRAFFIC COLLISION REPORTS Agency reference copies of reports on accidents occurring on roads and streets within the agency's jurisdiction for traffic monitoring purposes.  Series revised. Changed Description, changed Primary Copy retention from "Washington State Patrol retains for 5 years", and added to Secondary Copy retention "following date of report" - 10/05	OPR	Washington State Patrol retains for 6 years	Agency - retain for 6 years following date of report	GS51-05F-01	
2.7.3	BOILER VESSEL REPORTS A. Report of boiler inspection by custodian. B. Report of boiler or hot water tanks by insurance company or Department of Labor and Industries.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-01	



## 2.7. MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.7.4	EQUIPMENT AND VEHICLE MAINTENANCE AND HISTORY FILES Includes original defect and inspection report.	OFM	Until disposal or sale of equipment or vehicle	Destroy when obsolete or superseded	GS50-06E-06	
2.7.5	EQUIPMENT AND VEHICLE MAINTENANCE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-20	
2.7.6	EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-14	
2.7.7	FACILITY SAFETY INSPECTION HISTORY RECORDS Cumulative record showing inspection citations, corrections, and other information relating to the continuing safety of each agency facility.  Series revised. Added 'SAFETY' to title, and removed 'or sale' and 'plus 10 years' from primary copy retention 03/03	OFM	Disposition of facility	Destroy when obsolete or superseded	GS50-06C-08	
2.7.8	FIRE EXTINGUISHER INSPECTION TAGS Prepared by fire departments or private firms.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-03	



## 2.7. MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.7.9	INSPECTION DOCUMENTATION Inspections of various systems (e.g. HVAC, fire system) and the documentation created during the inspection or to comply with inspections. May include routine maintenance checks, operational maintenance logs, and certificates.  REV: New DAN assigned. (Original DAN GS50-06B-23 was a duplicate.) 12/2008 New series - 03/05	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-27	
2.7.10	INSURANCE, SAFETY AND FIRE INSPECTION REPORTS  Series revised. Changed primary copy retention from 'Termination of policy plus 6 years' 03/03	OFM	Violation corrected plus 6 years	Destroy when obsolete or superseded	GS50-06C-18	



## 2.7. MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.7.11	MAINTENANCE HISTORY DOCUMENTATION Maintenance history for each building, which may include: Maintenance performed, work orders, purchase orders, copies of state and/or insurance companies' inspection reports.	OFM	Life or sale of the facility	Destroy when obsolete or superseded	GS50-06B-06	
2.7.12	MAINTENANCE LOGS	OFM	Destroy when superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-07	
2.7.13	MAINTENANCE REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-08	
2.7.14	OPERATING MANUALS Prepared by contractors for use of the agency in maintaining equipment installed in buildings.  ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Disposition or sale of facility or equipment	Destroy when obsolete or superseded	GS50-06B-09	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.



## 2.7. MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.7.15	OPERATING PERMITS For boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-10	
2.7.16	TIRE MAINTENANCE REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-06E-19	
2.7.17	WORK ORDERS Request for performance of maintenance work, may show location, date of request, work to be performed, etc. May include request for survey services.  <i>Note: DAN GS50-06B-13 was also assigned to WORK ORDERS - ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION (which has been changed to DAN GS50-06B-28). 12/2008</i>  Series revised: Added last sentence to description 11/04	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13	



## 2.8. OPERATIONS

*The activity of managing the day-to-day usage of the local government agency's buildings, vehicles and equipment.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.8.1	ENERGY USAGE MEASUREMENT REPORTS AND DATA New series 09/02	OFM	5 years	Destroy when obsolete or superseded	GS51-07-09	
2.8.2	FUEL PUMP/TANK AUDIT REPORTS	OFM	2 years	Destroy when obsolete or superseded	GS50-06E-15	
2.8.3	FUEL/OIL USAGE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-10	
2.8.4	FUEL STORAGE FACILITY RECORDS Regulatory and operating records; receiving, dispersal, and inventory documentation including maintenance of facility.	OFM	3 years Selected documents kept for life of facility	Destroy when obsolete or superseded	GS50-06E-16	



## 2.9. PLANNING

*The activity of formulating strategies to achieve an objective or outcome relating to the local government agency's facilities or other assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.9.1	LONG-RANGE FACILITIES PLAN  New series 09/02	OPR	PERMANENT Potential archival value See remarks	Destroy when obsolete or superseded	GS51-07-15	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.9.2	LONG-RANGE FACILITIES PLAN ADOPTED  <i>Note: DAN GS50-05A-22 was also assigned to EMPLOYMENT ELIGIBILITY DOCUMENTS IMMIGRATION AND NATURALIZATION SERVICES (which has been changed to DAN GS50-05A-26). 12/2008</i>  New Series 10/02	OPR	Clerk of the Government Council, Commission, or Board PERMANENT 1 copy potentially archival See remarks	Destroy when obsolete or superseded	GS50-05A-22	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.





## **2.10. PURCHASING / ACQUISITIONS**

*The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.10.1	CERTIFICATES OF VEHICLE TITLE	OPR	Destroy after disposition of vehicle and completion of audit	Destroy when obsolete or superseded	GS50-06E-02	
2.10.2	DEEDS/TITLES Legal documents of ownership.	OPR	County Auditor or recorder retains PERMANENT	Sale or disposal of land plus 10 years - See remarks	GS55-05A-02	Additional copies may be disposed of when obsolete or superseded.
2.10.3	DELIVERY RECEIPT-INTERNAL PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-05	
2.10.4	EASEMENTS Granted by and to agency.	OPR	County Auditor or recorder keeps PERMANENT	Reassignment or vacation of easement plus 10 years - See remarks	GS55-05A-03	Additional copies may be disposed of when obsolete or superseded.



## 2.10. PURCHASING / ACQUISITIONS

*The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.10.5	EMERGENCY PURCHASE AUTHORIZATION AND EXCEPTION REQUEST Request for an exception of the purchasing process when a department exceeds the dollar limit when purchasing an item. Files document the approval authorization for emergency purchases under an amount set by the agency. Includes correspondence, copy of invoice, log of requests, etc.  New series 07/03	OFM	Date approved plus 3 years	Destroy when obsolete or superseded	GS50-08A-14	



## 2.10. PURCHASING / ACQUISITIONS

*The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.10.6	ENCROACHMENTS Documentation of conflicts on land or water rights and obligations.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Closure of dispute plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-04	Reference RCW 4.16.020 for retention period. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.10.7	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	



## 2.10. PURCHASING / ACQUISITIONS

*The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.10.8	LAND INFORMATION FILES General reference files on acquisition of land; condemnation proceedings, title info: i.e. location, size, value, etc.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OFM	Disposition of land plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-06	Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
2.10.9	MATERIALS DISBURSEMENT TICKETS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-04	
2.10.10	MATERIALS ORDERS/REQUISITIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-05	



## 2.10. PURCHASING / ACQUISITIONS

*The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.10.11	MATERIALS RECEIPTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-06	
2.10.12	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-07	
2.10.13	PACKING SLIPS	OFM	Until confirmation of materials received	Destroy when obsolete or superseded	GS50-08B-08	
2.10.14	PROPERTY PURCHASE PROPOSALS (INACTIVE) Proposal for the purchase of agency's real property made by other parties and proposals made by district to acquire real property.  New series 09/02	OFM	3 years	Destroy when obsolete or superseded	GS51-07-21	
2.10.15	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-09	



## 2.10. PURCHASING / ACQUISITIONS

*The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.10.16	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-10	
2.10.17	STORES REPORTS AND BACKUP DOCUMENTATION Reports document all transactions, used to determine cost allocation.  New Series -07/03	OFM	End of calendar year plus 3 years	Destroy when obsolete or superseded	GS50-08A-15	



## 2.11. SECURITY

*The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.11.1	IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY EMPLOYEES Photo ID badges and supporting paperwork to track badges issued to contract and temporary employees.	OFM	1 year	Destroy when obsolete or superseded	GS50-04B-21	
2.11.2	INTRUSION ALARM REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-14	
2.11.3	KEY / CARD KEY INVENTORY Documentation of facility keys and/or card keys assigned to agency personnel.  ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-05	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
2.11.4	SECURITY ANNUAL REPORT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-15	



## 2.11. SECURITY

*The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.11.5	SECURITY ID BADGE APPLICATION AND ISSUANCE DOCUMENTATION Documents security badges issued to employees and contractors working in the agency.  New series 05/03	OPR	Termination or revocation plus 6 years	Destroy when obsolete or superseded	GS50-06B-21	
2.11.6	SECURITY PATROL LOG  Series revised. Reduced primary copy retention from 2 years. 06/03	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-16	
2.11.7	STAFF ACCESS/ENTRY LOGS	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-20	
2.11.8	SURVEILLANCE VIDEOS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-18	Videos of incidents resulting in legal action should be retained with other documentation pertaining to that incident and are subject to those retention schedules.
2.11.9	VANDALISM REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-11	





**2.11. SECURITY**

*The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.11.10	VISITOR LOGS	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-12	
2.11.11	WEAPONS CONFISCATION LOG	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-19	



## 2.12. VALUATION

*The activity of valuing land, property, or other assets belonging to the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.12.1	APPRAISALS Statement of land and facility values, provided by independent appraisers under contract to the agency.  Series revised 07/02	OPR	Disposition of land or facility plus 10 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS55-05A-01	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



### 3. FINANCIAL MANAGEMENT

The function of managing the local government agency's financial resources, obligations and monetary infrastructure.

#### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.1	ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS Specialized reports and background files documenting the status of or adjustments to accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-02	
3.1.2	ACCOUNTS PAYABLE CONTROL WORKSHEET Lists invoice totals and taxes. Used to balance against computer generated warrant register.  New Series 06/03	OFM	1 month	Destroy when obsolete or superseded	GS51-02-01	
3.1.3	ANNUAL REPORT OF CHIEF FISCAL OFFICER TO COMMISSIONERS/COUNCIL Includes annual financial reports compiled by all units of local government as per statute, charter, and agency policy.	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-03D-02	Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.



### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.4	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND Authority to issue duplicated check or warrant in case of loss or destruction. Notarized oath that original was lost or destroyed and request for replacement.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-10	
3.1.5	BILLS OF SALE	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
3.1.6	CASH RECEIPTS TRANSMITTALS Forms transmitting money to and from the agency.  <i>Note: DAN GS50-03A-07 was also assigned to TRANSMITTAL OF FEES VOLUNTEER FIREFIGHTER (which has been changed to DAN GS50-03A-36). 12/2008</i>	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	
3.1.7	CASH RECEIPTS TRANSMITTALS - INTERNAL Forms transmitting money within the agency.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-08	



### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.8	CHECK STUBS OR DUPLICATE COPIES	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-06	
3.1.9	COLLECTION FILES Documents efforts to collect payment on outstanding invoices, or on checks returned because of insufficient funds. May include past due statements, penalty calculations, copies of invoices, correspondence, logs of collections actions, write-off lists, and supporting documentation.  New Series 07/03	OPR	Account closed plus 6 years	Destroy when obsolete or superseded	GS50-03B-14	
3.1.10	CREDIT/DEBIT PURCHASE CHARGE RECEIPTS PURCHASER'S COPY  Revised. Changed title from 'DEBIT/CREDIT CHARGES.' 07/03	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-04	



### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.11	CUSTOMER BILLING DISPUTE CASES Files document cases regarding billing disputes which cannot be resolved by utility administration. Resolution determined by settlement or by formal decision maker such as hearing examiner, etc. Case files include name of customer, disputed issue, dispute discussion notes, billing and account information.  Series revised - added to Description: "resolution determined by settlement..." - 10/04	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS55-05B-30	
3.1.12	DAILY CASH REPORT OR SUMMARY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09	
3.1.13	DAMAGE AND LOSS CLAIMS PURCHASING	OFM	Keep until completion of State Auditor's examination, plus 6 years if there is a monetary settlement	Destroy when obsolete or superseded	GS50-08A-03	



### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.14	DISTRIBUTION OF EXPENDITURES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-10	
3.1.15	EXPENDITURE TRANSACTION REPORTS Adjustments to coding of expenditures and correcting errors.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-11	
3.1.16	FINANCIAL STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-09	
3.1.17	FISCAL, PURCHASE AND RECEIVING DOCUMENTS	OFM	Finance or Purchasing Office keeps primary copies 6 years	Destroy when obsolete or superseded	GS50-01-17	
3.1.18	FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to individual funds.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-13	
3.1.19	GENERAL AND SUBSIDIARY JOURNALS All journals for all funds and functions, including but not limited to: cash disbursements and cash receipts.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-14	



### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.20	GENERAL LEDGER  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	6 years. Pre-1900 general ledgers have potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03A-15	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Accounting system documentation should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies of the general ledger and other official accounting documents should be stored off site, or a list that identifies the locations of other copies inside and outside the agency
3.1.21	NON-SUFFICIENT FUNDS (NSF) CHECKS/ WARRANTS  New series - 04/02	OPR	Settlement or closure plus 6 years	Destroy when obsolete or superseded	GS50-03B-12	
3.1.22	PETTY CASH RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-20	





### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.23	PURCHASE/FIELD ORDERS Official statement documenting the purchase of commodities, goods or services on contract or not subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-08	
3.1.24	RECEIPTS <i>Note: DAN GS50-03A-21 was also assigned to RECEIPTS FOR CASH RECEIVED - OFFICE REFERENCE COPIES (which has been changed to DAN GS50-03A-34). 12/2008</i>	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-21	
3.1.25	RECEIPTS FOR CASH RECEIVED OFFICE REFERENCE COPIES  REV: New DAN assigned. (Original DAN GS50-03A-21 was a duplicate.) 12/2008	OFM	Finance office keeps primary copy 6 years	Office references copies - Keep 3 years	GS50-03A-34	
3.1.26	REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-23	



### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.27	REMITTANCE ADVICES <i>Note: DAN GS50-03A-24 was also assigned to REMITTANCE FILES – VOLUNTEER FIREFIGHTER (which has been changed to DAN GS50-03A-37). 12/2008</i>	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-24	
3.1.28	REVENUE BOND AND COUPON REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-05	
3.1.29	REVENUE BONDS AND COUPONS Includes general obligation bonds.	OPR	6 years after redemption.	Destroy when obsolete or superseded	GS50-03A-25	
3.1.30	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK - (Or other depository)	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-09	



### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.31	STOP PAYMENT REPORTS Report submitted to stop the payment on a particular check. Usually for lost or stolen salary or pension checks. Includes form granting stop payment from individual, supporting documentation, etc.  New Series - 06/03	OPR	Calendar year plus 6 years	Destroy when obsolete or superseded	GS50-03B-13	
3.1.32	SUBSIDIARY LEDGERS All ledgers dedicated to individual funds or functions, including but not limited to: accounts payable, accounts receivable, appropriations, bonded debt, equipment operation cost, expenditures, investments, properties, and revenue.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-01	
3.1.33	TREASURER/FINANCE OFFICER FINANCIAL REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-27	



### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.34	TRIAL BALANCES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-28	
3.1.35	UNCLAIMED PROPERTY REPORT - FILED WITH DEPARTMENT OF REVENUE Report filed with the Dept of Rev ( that identifies Unclaimed Property for agency.  New Series - 09/06	OPR	6 years after report filed	Destroy when obsolete or superseded	GS55-05B-31	Reference RCW 63.29.170



### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.36	UNCLAIMED PROPERTY RESEARCH/INVESTIGATIVE FILES - FUNDS HELD BY THE AGENCY Research and investigation records documenting unclaimed property retained by the agency until it is returned to its owner, including property returned to its owner prior to the completion of the abandonment period and property transferred to agency Gen Fund after termination of the abandonment period. May include correspondence, registered mail receipts, last known address, copy of check and amount, etc.  New Series - 09/06	OPR	6 years after property claimed	Destroy when obsolete or superseded	GS55-05B-32	



### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.37	UNCLAIMED PROPERTY RESEARCH/INVESTIGATIVE FILES - FUNDS REMITTED TO DEPARTMENT OF REVENUE Research and investigative records created to track attempts to contact individuals of unclaimed property for funds remitted to the Dept of Rev. May include correspondence, register mail receipts, last known address, copy of check and amount, etc.  New Series - 09/06	OPR	6 years after property deemed abandoned and funds remitted to Dept of Rev.	Destroy when obsolete or superseded	GS55-05B-33	Reference RCW 63.29.310
3.1.38	VOUCHER REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-29	



### 3.1. ACCOUNTING

*The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.39	VOUCHERS All invoices for all funds and purposes with attached supporting documentation. Includes Travel Vouchers/Authorizations.  <i>Note: DAN GS50-03A-30 was also assigned to INJURY AND DISABILITY CLAIM INVOICES – VOLUNTEER FIREFIGHTER (which has been changed to DAN GS50-03A-35). 12/2008</i>	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30	
3.1.40	WARRANT / CHECK REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	
3.1.41	WITHDRAWAL/CANCELLATION/ CHANGE OF PURCHASE ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12	



### 3.2. AUDITING

*The activity of verifying the accuracy of the local government agency's financial accounts.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.2.1	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-01	
3.2.2	FISCAL AND PERFORMANCE AUDIT REPORTS Final report of audit findings.	OPR	6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03F-02	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3.2.3	STATE AUDITOR'S EXAMINATION REPORT	OFM	State Auditor's office - PERMANENT	Destroy when obsolete or superseded	GS50-03A-26	
3.2.4	TECHNICAL REFERENCE MATERIALS INTERNAL AUDIT Audit related publications and documents gathered for reference.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03F-03	





### 3.3. AUTHORIZATION

*The activity of granting and/or receiving permission or approval in relation to financial management.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.3.1	<p>DELEGATION OF AUTHORITY AND SIGNATURE RECORDS (FORMERLY "SIGNATURE RECORDS")</p> <p>Includes written delegation of authority to specific individuals to sign documents and financial instruments, and to make decisions acting in lieu of a superior officer. Records will include samples of signatures.</p> <p>Series revised. Changed title from "Signature Records", and changed description from "List of employees and their signatures which are authorized to sign checks/warrants" - 11/05</p>	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-03B-11	



### 3.4. BANKING

*The activity of transacting monetary exchanges with a financial institution.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.4.1	BANK ACCOUNT RECONCILIATIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01	
3.4.2	BANK DEPOSIT RECORDS Includes passbooks and deposit slips for both checking and savings accounts in all locations.  <i>Note: DAN GS50-03B-02 was also assigned to DEPOSIT REGISTER – UTILITIES ACCOUNTING (which has been changed to DAN GS50-03B-15). 12/2008</i>	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
3.4.3	BANK STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03	



### 3.4. BANKING

*The activity of transacting monetary exchanges with a financial institution.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.4.4	CANCELLED/SUBSTITUTE CHECKS/ WARRANTS Per the Check Clearing for the 21st Century Act, substitute checks will replace the hard copy of cancelled check/warrant.  Series revised. Added 'Substitute' to title, added description and reference in Remarks Column 09/04	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04	Reference UCC Section 4-406(b).
3.4.5	CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to cash accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-06	
3.4.6	CASH BOOK	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05	
3.4.7	DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS	OFM	6 years after withdrawal of designation	Destroy when obsolete or superseded	GS50-03B-07	



### 3.4. BANKING

*The activity of transacting monetary exchanges with a financial institution.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.4.8	INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to investment accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-19	



### 3.5. BUDGET

*The activity of determining estimates of the local government agency's future revenue and expenditures.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.5.1	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	
3.5.2	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded	GS50-03D-03	
3.5.3	BUDGET FORECAST REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-03D-04	
3.5.4	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-05	
3.5.5	BUDGET STATUS REPORT Includes all types of periodic budget status reports compiled by all units of local government as per statute, charter, or agency policy.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03D-06	



### 3.5. BUDGET

*The activity of determining estimates of the local government agency's future revenue and expenditures.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.5.6	DEPARTMENTAL BUDGET REQUESTS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-07	
3.5.7	FINAL BUDGET	OFM	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - See remarks	Destroy when obsolete or superseded	GS50-03D-08	Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
3.5.8	PRELIMINARY BUDGETS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-10	



### 3.6. GRANTS

*The activity of the local government agency either giving or receiving grant funds.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.6.1	ANNUAL FINANCIAL STATUS REPORTS - GRANTS Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year.	OFM	3 years or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-01	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
3.6.2	FINAL GRANT EXPENDITURE REPORT End of a project report accounting for the expenditure of grant funds submitted for non-continuing grants.	OFM	3 years from the date of submission of final report or retain for period required by grant or program Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-02	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



### 3.6. GRANTS

*The activity of the local government agency either giving or receiving grant funds.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.6.3	FINANCIAL SUPPORT DOCUMENTS - CONTINUING GRANTS Working papers, such as summaries, spread sheets and other data reflecting the expenditures of grant fund.	OFM	3 years or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-03	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
3.6.4	FINANCIAL SUPPORT DOCUMENTS - NON-CONTINUING GRANTS Working papers, such as summaries, spreadsheets, and other data reflecting the expenditure of grant funds.	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-04	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.





### 3.6. GRANTS

*The activity of the local government agency either giving or receiving grant funds.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.6.5	GRANT AGREEMENT Official statement of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-05	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
3.6.6	GRANT APPLICATIONS - NOT APPROVED	OFM	1 year	Destroy when obsolete or superseded	GS50-03C-07	
3.6.7	GRANT APPLICATIONS - APPROVED Includes narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching funds, in-kind contributions, and plan of work.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See remarks	Destroy when obsolete or superseded	GS50-03C-06	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.



### 3.6. GRANTS

*The activity of the local government agency either giving or receiving grant funds.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.6.8	GRANT PROJECT REPORTS Statement on progress, problems, and success in the completion of the grant project, including periodic, annual, special, and final reports.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-09	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3.6.9	GRANT PROJECT WARRANTS, CHECKS, AND VOUCHERS	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-08	



### 3.6. GRANTS

*The activity of the local government agency either giving or receiving grant funds.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.6.10	GRANTS - STATISTICAL DOCUMENTATION	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-03C-10	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3.6.11	WARRANT, CHECK, OR VOUCHER REGISTERS GRANT FUNDS Numerical listing of checks, warrants, and vouchers from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-11	



### 3.7. TAXES

*The activity of paying or collecting taxes.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.7.1	BUSINESS AND OCCUPATION TAX ACCOUNT LEDGERS	OPR	6 years	Destroy when obsolete or superseded	GS50-12D-01	
3.7.2	BUSINESS AND OCCUPATION TAX COMPUTATIONS AND LISTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-02	
3.7.3	BUSINESS AND OCCUPATION TAX DEBIT AND CREDIT NOTICES	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-03	
3.7.4	BUSINESS AND OCCUPATION TAX TRANSMITTALS Documentation of transmittal of tax revenue to finance officer.	OFM	3 years	Destroy when obsolete or superseded	GS50-12D-05	
3.7.5	LOCAL IMPROVEMENT DISTRICT ASSESSMENT ROLLS AND LEDGERS	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	GS50-12D-07	
3.7.6	LOCAL IMPROVEMENT DISTRICT TAX STATEMENTS AND RECEIPTS	OPR	Final payment plus 6 years	Destroy when obsolete or superseded	GS50-12D-08	



### 3.7. TAXES

*The activity of paying or collecting taxes.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.7.7	STATE AND LOCAL TAX RETURNS Returns and reports submitted for taxes paid to state and/or local government agencies. Includes but is not limited to: Sales Tax, Use Tax, Regional Transit Authority Tax, Food and Beverage Tax, Litter Tax, Lodging Tax, State Public Utility Tax, Tobacco Products Tax, Petroleum and Hazardous Substances Tax, Solid Fuel Burning Device Tax, Syrup Tax, and Enhanced 911 Tax.  Series revised. Added list to Description - 03/03	OPR	Filing plus 5 years	Destroy when obsolete or superseded	GS50-12D-04	Reference RCW 82.32.070, and Department of Revenue Advisory No. 152.32.199.



### 3.8. PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.1	AUTHORIZATION FOR PAYROLL DEDUCTIONS	OPR	Termination of authorization plus 6 years	Destroy when obsolete or superseded	GS50-03E-01	
3.8.2	BENEFIT DETAIL REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-02	
3.8.3	DIRECT PAYROLL DEPOSIT AUTHORIZATION	OFM	Until transferred to cancellation file	Destroy when obsolete or superseded	GS50-03E-05	
3.8.4	DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION	OFM	4 years	Destroy when obsolete or superseded	GS50-03E-06	
3.8.5	DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-07	
3.8.6	DIRECT PAYROLL DEPOSIT HASH SHEET	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-08	
3.8.7	DIRECT PAYROLL DEPOSIT PRE-NOTE DATA	OFM	1 year	Destroy when obsolete or superseded	GS50-03E-09	



### 3.8. PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.8	DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-10	
3.8.9	INDIVIDUAL EMPLOYEE PAY HISTORY May be used for verification of eligibility for retirement benefits.  ESSENTIAL RECORD- if used for retirement verification - Needs security microfilm backup - See remarks.	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years - see Remarks.	Destroy when obsolete or superseded	GS50-03E-15	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



### 3.8. PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.10	INTERNAL REVENUE SERVICE (IRS) FORMS 1099 - INT 941 - Employer's Quarterly Return W-2 - Employer's Copies of Federal Withholding Tax Statement W-4 - Employees Withholding Exemption Certificates W-9 - Request for Taxpayer ID Number and Certification  Series revised. Combined IRS forms into one series - 05/02	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-17	
3.8.11	LABOR AND INDUSTRIES REPORT ON PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-16	
3.8.12	LEAVE BUY-BACK ACCEPTANCE FORMS	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-17	
3.8.13	LEAVE SHARING AUTHORIZATION	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-18	





### 3.8. PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.14	LISTINGS OF PAYROLL DEDUCTIONS Includes medical insurance.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03E-19	
3.8.15	MEDICAL INSURANCE REPORTS - PAYROLL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-20	
3.8.16	OLD AGE SECURITY INSURANCE (OASI) REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-21	
3.8.17	PAYROLL OR EXPENSE CHECKS LOG/SHEET Log or sheet that is signed by person picking up payroll or expense checks.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-32	



### 3.8. PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.18	PAYROLL REGISTER May be used for verification of eligibility for retirement benefits.  ESSENTIAL RECORD if used for retirement verification - Needs security microfilm backup - See remarks.	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years - see Remarks.	Destroy when obsolete or superseded	GS50-03E-22	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
3.8.19	PERSONNEL FUND MONITORING REPORTS Reports document financial transactions on state-monitored personnel funds including Health Care, Industrial Insurance, Unemployment, Special Employment and Group Term Life. Reports document that the fund is being monitored and used accordingly, and are required by the State of Washington.  New series - 05/05	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-33	



### 3.8. PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.20	RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES	OPR	Satisfaction plus 6 years	Destroy when obsolete or superseded	GS50-03E-23	
3.8.21	SALARY SCHEDULE - EMPLOYEE New Series 07/02	OFM	Destroy when superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04A-07	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3.8.22	STATE DEPARTMENT OF RETIREMENT SYSTEMS APPLICATIONS AND REPORTS New Series 06/03	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-29	
3.8.23	STATE EMPLOYEES RETIREMENT TRANSMITTAL	OFM	3 years	Destroy when obsolete or superseded	GS50-03E-24	
3.8.24	SUPPORTING DOCUMENTS AND REPORTS – PAYROLL Documentation of status of and adjustments to payroll accounts.	OFM	3 years or until completion of audit	Destroy when obsolete or superseded	GS50-03E-25	



### 3.8. PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.25	<p>TIME CARDS/TIME SHEETS Daily, weekly, or monthly time accumulation reports. May be used as retirement verification.</p> <p>ESSENTIAL RECORD - if used for retirement verification - Needs security microfilm backup - See remarks.</p> <p>Series revised. Added last paragraph to retention column - 05/03</p> <p>Series revised. Changed Primary Copy retention from "If NOT used for retirement verification - 3 years" - 03/06</p>	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 4 years - see Remarks. Time records subject to federal audit should be retained per federal requirements.	Destroy when obsolete or superseded	GS50-03E-04	Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



## 4. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency's workforce.

### 4.1. BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.1	BENEFITS STUDIES AND SURVEYS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04D-01	
4.1.2	COMMUTE TRIP REDUCTION ADMINISTRATION (CTRA) ANNUAL PROGRESS REPORT Describes progress in attaining the applicable commute trip reduction goals for each commute trip reduction zone, any problems being encountered in achieving those goals. Submitted to the CTR task force annually through July 1, 2006.	OFM	State Department of Transportation CTR Task Force holds primary copy	Destroy when obsolete or superseded Potential archival value See remarks	GS59-01-01	Please reference RCW 70.94.527 (7), (8). Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4.1.3	COMMUTE TRIP REDUCTION PARTICIPANT FILES Includes bonus voucher certification forms, registration forms, incentives and parking tracking files for compliance with Commute Trip Reduction Administration.	OFM	3 years	Destroy when obsolete or superseded	GS59-01-02	



#### 4.1. BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.4	COMMUTE TRIP REDUCTION PROGRAM ADMINISTRATIVE FILES Program administration documentation.	OFM	2 years	Destroy when obsolete or superseded	GS59-01-03	
4.1.5	CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) EXTENSION NOTICE AND ELECTION FORMS Document extension of health care benefit coverage upon termination of employment or other qualifying event.	OPR	6 years	Destroy when obsolete or superseded	GS50-03E-03	
4.1.6	CUMULATIVE LEAVE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-02	
4.1.7	DISABILITY, HEALTH AND WELFARE CLAIMS - EMPLOYEE	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-03E-11	



#### 4.1. BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.8	EMPLOYEE ASSISTANCE PROGRAM SUPERVISOR'S REFERRAL DOCUMENTATION Documentation of referrals and completion of treatment by employees referred to the Employee Assistance Program by their supervisors to resolve work-related problems.  Revised series - Corrected DAN 07/02	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-28	
4.1.9	EMPLOYEE ASSISTANCE PROGRAM CASE FILES Confidential personal records of the diagnosis of disabling personal problems and recommended professional treatment or problem solving plan together with a history of implementation of the plan.  New Series 07/02	OPR	8 years after last treatment or session	Destroy when obsolete or superseded	GS50-04A-06	Reference RCW 4.16.350 (3).
4.1.10	EMPLOYEE ASSISTANCE PROGRAM FILES Quarterly reports, contracts, RFPs.	OFM	4 years	Destroy when obsolete or superseded	GS50-04B-19	



#### 4.1. BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.11	EMPLOYEE BENEFIT CONTRACTS / POLICIES / PLANS Includes insurance, deferred compensation, health care, etc.  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Until superseded or coverage lapses plus 6 years	Destroy when obsolete or superseded	GS50-04D-02	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
4.1.12	EMPLOYEE BENEFIT PARTICIPATION / ENROLLMENT AGREEMENTS AND WITHDRAWALS  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-04D-03	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
4.1.13	EMPLOYEE RETIREMENT BENEFIT HISTORY FILES - FOR AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation used to track status and changes in individual employee retirement benefits.  New Series - 04/06	OPR	Termination of retirement benefit eligibility plus 6 years	Destroy when obsolete or superseded	GS50-04B-40	





#### 4.1. BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.14	EMPLOYEE RETIREMENT BENEFIT HISTORY FILES FOR EMPLOYEES THAT HAVE WITHDRAWN FROM THE SYSTEM - FOR AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation used to track status and changes in individual employee retirement benefits for employees that have withdrawn from agency's pension system, but retain rights to re-vest.  New Series - 04/06	OPR	Withdrawal plus 60 years	Destroy when obsolete or superseded	GS50-04B-41	
4.1.15	EMPLOYEE RETIREMENT BENEFIT VERIFICATION FILES - AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation of appropriate dispersal of employee retirement benefits.  New Series - 04/06	OPR	Termination of retirement benefit eligibility plus 6 years	Destroy when obsolete or superseded	GS50-04B-42	



#### 4.1. BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.16	EMPLOYEE RETIREMENT BENEFIT VERIFICATION FILES FOR EMPLOYEES THAT HAVE WITHDRAWN FROM THE SYSTEM - FOR AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation of appropriate dispersal of employee retirement benefits for employees that have withdrawn from the agency's pension system, but retain rights to re-vest.  New Series - 06/06	OPR	Withdrawal plus 60 years	Destroy when obsolete or superseded	GS50-04B-43	
4.1.17	LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURANCE PROVIDERS EMPLOYEE BENEFITS Report submitted monthly to the agency by the provider.	OFM	3 years	Destroy when obsolete or superseded	GS50-04D-06	
4.1.18	MONTHLY STATEMENT OF BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-19	
4.1.19	MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-04	



#### 4.1. BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.20	REQUESTS FOR LEAVE/OVERTIME	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
4.1.21	RETIREMENT INVESTMENT PORTFOLIOS - AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation of all agency retirement system investment contracts, agreements and accounts, including domestic and international equities, domestic fixed income, real estate, venture and cash equivalents. May also include broker and partnership agreements, performance reports, correspondence, asset review and additional investment information.  New series - 01/06	OPR	Closeout of agreement, contract or account plus 6 years	Destroy when obsolete or superseded	GS50-04B-36	
4.1.22	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-05	



**4.1. BENEFITS**

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.23	YEARLY SURVEY/QUESTIONNAIRE OF EMPLOYEES COMMUTE TRIP REDUCTION	OFM	3 years	Destroy when obsolete or superseded	GS59-01-04	



#### 4.2. EQUITY

*The activity of ensuring fairness and equal opportunities for all employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.2.1	ADA (AMERICANS WITH DISABILITIES ACT)-REHABILITATION ACT OF 1973, SECTION 504 CLAIM AND ACCOMMODATION FILES	OPR	Completion of accommodation plus 6 years	Destroy when obsolete or superseded	GS50-04C-01	
4.2.2	AFFIRMATIVE ACTION FORECASTS	OFM	2 years	Destroy when obsolete or superseded	GS50-04C-02	
4.2.3	AFFIRMATIVE ACTION PLANS  ESSENTIAL RECORD - Needs security backup - See remarks	OPR	Keep until superseded plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04C-03	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



#### 4.2. EQUITY

*The activity of ensuring fairness and equal opportunities for all employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.2.4	AFFIRMATIVE ACTION STUDIES AND REPORTS  REV: New DAN assigned. (Original DAN GS50-01-32 was a duplicate.) 12/2008	OFM	5 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-54	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4.2.5	EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS	OPR	Resolution plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04C-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to Equal Employment Opportunity rules and regulations.
4.2.6	EQUAL EMPLOYMENT OPPORTUNITY REPORTS  Series revised. Reduced primary copy retention from 5 years and added reference to remarks - 06/03	OFM	3 years	Destroy when obsolete or superseded	GS50-04C-05	Reference 29CFR1602.41.



#### **4.3. INDUSTRIAL INSURANCE**

*The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.3.1	CLAIMS COSTS REPORTS OR STATEMENTS Compilation of costs of processing claims against self-insured liabilities.  Series revised. Changed title from 'REPORTS OR STATEMENTS OF CLAIMS COSTS' 03/03	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-24	
4.3.2	EMPLOYER'S QUARTERLY REPORT FOR INDUSTRIAL INSURANCE (WORKER'S COMPENSATION)  Series revised. Changed title from 'COMPENSATION QUARTERLY REPORTS' 03/03	OFM	Department of Labor and Industries retains primary copy 6 years	Retain 1 copy for 3 years. All other copies, destroy when obsolete or superseded.	GS50-06C-06	
4.3.3	INDUSTRIAL INSURANCE CLAIM LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-01	



#### 4.3. INDUSTRIAL INSURANCE

*The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.3.4	<p>REPORT OF INDUSTRIAL INJURY OR OCCUPATIONAL DISEASE</p> <p>Accident claim reports for employees of agencies either insured by Labor &amp; Industries or self-insured. For non-compensable claims, claim closed plus 10 years.</p> <p><i>Note: DAN GS50-06C-02 was also assigned to ACCIDENT/INCIDENT REPORTS - VOLUNTEER FIREFIGHTER (which has been changed to DAN GS50-06C-36). 12/2008</i></p> <p>Series revised. Changed title from 'ACCIDENT/INJURY REPORTS - EMPLOYEES - INSURED BY LABOR AND INDUSTRIES OR NOT REPORTABLE TO LABOR AND INDUSTRIES,' changed from OPR, changed Primary Copy Retention from Settlement plus 6 years, and changed Secondary Copy Retention from Destroy when obsolete or superseded - 03/03</p>	OFM	LABOR & INDUSTRIES RETAINS: For compensable claims - claim closed plus 75 years. For non-compensable claims - claim closed plus 10 years.	For 1 copy, retain as follows: For compensable claims - claim closed plus 10 years. For non-compensable claims - claim closed plus 5 years. For all other copies: Destroy when obsolete or superseded.	GS50-06C-02	





#### 4.3. INDUSTRIAL INSURANCE

*The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.3.5	<p>SELF-INSURED AGENCY WORKER'S COMPENSATION CLAIMS COMPENSABLE</p> <p>Includes medical coverage and time loss and provides documentation of action taken, provides basis for future claim decisions, and allows research related to the claims.</p> <p>Series revised. Changed title from 'Worker's Compensation and Employee Liability Claims,' changed primary copy retention from 'Department of Labor and Industries retains primary copy PERMANENT, changed Secondary Copy Retention from "Last payment plus completion of audit", and removed. Remarks - 03/03</p>	OPR	Self-Insured employer retains 75 years after close of claim*	L&I retains all claims records in its possession for 75 years. However, L&I cannot certify completeness of file.	GS50-06C-27	*All files of defaulting self-insured employers shall be transferred to and retained by L&I for 75 years after close of claims.



#### 4.3. INDUSTRIAL INSURANCE

*The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.3.6	SELF-INSURED EMPLOYER CERTIFICATION  Series revised. Changed title from 'CERTIFICATION OF EMPLOYER AS SELF-INSURER,' and added 'plus 2 years' to secondary copy retention - 03/03	OFM	Department of Labor and Industries retains primary copy - Termination plus 6 years	Retain 1 copy until certification withdrawn or surrendered plus 2 years. For all other copies, destroy when obsolete or superseded.	GS50-06C-05	
4.3.7	SELF-INSURED AGENCY WORKER'S COMPENSATION CLAIMS - NON-COMPENSABLE  Provides documentation of action taken, provides basis for future claim decisions, and allows research related to the claims.  New series - 03/03	OFM	Self-Insured employer retains 10 years after close of claim	L&I retains all claims records in its possession for 10 years. However, L&I cannot certify completeness of file.	GS50-06C-31	Records may be required to allow or deny reopening applications even after the required 10-year retention period. Consult your risk manager.



#### 4.4. LABOR RELATIONS

*The activity of managing relationships dealing with the negotiation of labor.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.4.1	COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES  Series revised. Removed 'subject to any restrictions provided by collective bargaining contracts and agreements' from remarks column 05/04	OFM	Until approval of negotiated agreement - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-04E-04	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to any restrictions provided by collective bargaining contracts and agreements.
4.4.2	COLLECTIVE BARGAINING AGREEMENTS ESSENTIAL RECORD - Needs security backup -- See remarks.  REV: New DAN assigned. (Original DAN GS50-01-11 was a duplicate.) 12/2008	OPR	Termination plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	GS50-01-50	Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.



#### 4.4. LABOR RELATIONS

*The activity of managing relationships dealing with the negotiation of labor.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.4.3	UNION ARBITRATION FILES Case histories of disputes between agency and union settled through arbitration.	OPR	6 years	Destroy when obsolete or superseded	GS50-04E-06	
4.4.4	UNION ORGANIZATION LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04E-05	



#### 4.5. MISCONDUCT / DISCIPLINE / GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.1	CIVIL SERVICE CASE FILES - NOT HEARD Cases may not be heard for the following reasons: unprepared, resolved, referred to another jurisdiction, ineligible employees or withdrawn.  New Series - 06/06	OFM	Administrative Closure plus 3 years.	Destroy when obsolete or superseded.	GS50-04B-45	
4.5.2	CIVIL SERVICE COMMISSION CASE FILE Documentation of cases of violations or disciplinary actions submitted to the Civil Service Commission.  New Series - 04/06	OPR	Case resolved or closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-35	
4.5.3	CIVIL SERVICE COMMISSION EXHIBITS - PETITION FOR REVIEW FILED Exhibits from Civil Service Commission hearings for which petitions for review and/or petitions for reconsideration have been filed, including documents, affidavits and depositions.  New Series - 04/06	OFM	Petition for review or petition for reconsideration filed plus 3 years, whichever is longer.	Destroy when obsolete or superseded	GS50-04B-37	



#### 4.5. MISCONDUCT / DISCIPLINE / GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.4	CIVIL SERVICE COMMISSION EXHIBITS - PETITION FOR REVIEW NOT FILED Exhibits from Civil Service Commission hearings for which petitions for review and/or petitions for reconsideration have not been filed, including documents, affidavits and depositions.  New Series - 04/06	OFM	Expiration of review or reconsideration period plus 3 years	Destroy when obsolete or superseded	GS50-04B-38	
4.5.5	CIVIL SERVICE COMMISSION INVESTIGATION FILES Documentation of investigation of improper hiring decisions and practices.  New Series - 04/06	OPR	Case resolved or closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-39	
4.5.6	EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS	OPR	6 years after completion of probation or disciplinary action, or destroy according to the provisions of collective bargaining contracts and agreements	Destroy when obsolete or superseded	GS50-04B-15	



#### 4.5. MISCONDUCT / DISCIPLINE / GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.7	EMPLOYEE MISCONDUCT INVESTIGATION FILES – SUSTAINED Documentation compiled in official investigations of employee misconduct that result in findings of misconduct by the employee, which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes.  New Series - 08/06	OFM	Case Closed plus 3 Years	Destroy when obsolete	GS50-04B-46	Investigative summary report goes in the employee's Personnel File. See also State Law Enforcement/Administrative and Operational Records retention schedule for Internal Investigations (Sustained) and Internal Investigations (Unfounded) L03-01-23 and L03-01-24, respectively. Consistent with RCW 41.06.450 and WAC 357-22-040 for civil service retention rules for non-represented employees. Reference relevant collective bargaining agreements for retention conditions for represented employees.



#### 4.5. MISCONDUCT / DISCIPLINE / GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.8	EMPLOYEE MISCONDUCT INVESTIGATION FILES – UNFOUNDED Documentation compiled in official investigations of employee misconduct that do not result in findings of misconduct by the employee, which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes.  New Series - 08/06	OFM	Case Closed	Destroy when obsolete	GS50-04B-47	Consistent with RCW 41.06.450 and WAC 357-22-040 for civil service retention rules for non-represented employees. Reference relevant collective bargaining agreements for retention conditions for represented employees.
4.5.9	EMPLOYEE MISCONDUCT REPORTS Official reports on findings of misconduct by agency employees and corrective action taken by the agency.  New Series - 08/06	OPR	Termination of Employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-48	Usually retained as part of the employee's Personnel file.





#### 4.5. MISCONDUCT / DISCIPLINE / GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.10	FINAL AGREEMENT A written agreement the parties enter into at the conclusion of the resolution process which sets forth the settlement of the issues and the future responsibilities of each party, if any.  REV: New DAN assigned. (Original DAN GS50-01-11 was a duplicate.) 12/2008  New series 08/02	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-01-51	Reference RCW 7.75.
4.5.11	GRIEVANCES AND APPEALS PERSONNEL EMPLOYEE RELATIONS	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-04E-03	
4.5.12	INITIAL AGREEMENT A written agreement that expresses the method by which the disputing parties shall attempt to resolve the issues in dispute.  REV: New DAN assigned. (Original DAN GS50-01-11 was a duplicate.) 12/2008  New series 08/02	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-01-52	Reference RCW 7.75.



#### 4.5. MISCONDUCT / DISCIPLINE / GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.5.13	WHISTLEBLOWER INVESTIGATION REPORTS Agency copies of investigations of allegations of fraud or violations of state laws or regulations. Also includes documentation of investigations into alleged retaliation against individuals making such allegations.  Series Revised. Added the last sentence which begins with 'Also includes' - 06/06	OPR	Case closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-25	
4.5.14	WORKPLACE VIOLENCE CASE FILES Case files document incidents involving internal workplace violence. Includes investigation, treatment, follow-up, correspondence, corrective measures, etc. May include secondary copies of documentation filed in an individual's personnel file.  New series - 05/05	OFM	Case closed plus 6 years*	Destroy when obsolete or superseded	GS50-05A-24	*"Case closed" is intended to mean that point in time when all investigation and follow-up have been resolved, and no investigation or follow-up are required.



#### 4.6. OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.6.1	AUDIOMETRIC TEST RECORDS INDIVIDUAL EMPLOYEE  Series revised. Added 'Individual Employee' to title 04/04	OFM	Retain for the duration of the affected employee's employment See remarks	Destroy when obsolete or superseded	GS51-05D-10	Reference WAC 296-62-09041 (4b).
4.6.2	EMPLOYEE MEDICAL AND EXPOSURE RECORDS Documentation of on-the-job exposure of agency employees to hazardous materials, as well as medical information compiled and maintained by the agency on individual employees to document their physical condition, the effects of workplace conditions on their health, and their physical ability to perform essential job functions. See 29CFR1910.1020, WAC 296-800-20005 and WAC 296-800-20010 for full description. See Remarks.  <i>Note: DAN GS50-04B-30 was also assigned to SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES (which has been changed to DAN GS50-04B-50). 12/2008</i>	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-30	Reference 29CFR1910.1020, WAC 296-800-20005, and WAC 296-800-20010. Health insurance claims records maintained separately from your medical program records, and records of first-aid treatment made on-site by a non-physician and filed separately from the employee medical records, are not required to be retained for 30 years after termination of employment, and thus are not considered part of this records series by WAC 296-800-20005.



#### 4.6. OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
	<p>Series revised: Description, citations and Remarks revised. Revised citations and Remarks to reflect new WAC chapters and clarify status of separately held health insurance claims and first-aid treatment records. A more detailed listing of the types of information included in this series is contained in 29CFR1910.1020 - 06/05</p> <p>Series revised - Changed Description, added CFR and WAC references to Remarks, and absorbed Employee Health History Files (GS50-04B-26)- 05/04.</p>					
4.6.3	<p>ERGONOMIC FILES</p> <p>Ergonomic files document the analysis, action, and measures taken to adjust workplace environment to help prevent work-related injuries. Files include name of employee, supervisor, organization unit, location, and action taken to adjust workstation or environment.</p> <p>New Series - 09/04</p>	OFM	Last action taken plus 3 years	Destroy when obsolete or superseded	GS51-05D-11	



#### 4.6. OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.6.4	FIRE AND OTHER EMERGENCY DRILL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-10	
4.6.5	HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-04	Reference 29 CFR 1910.1020. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.



#### 4.6. OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.6.6	<p>INCIDENT REPORTS FILED BY EMPLOYEES OR STUDENTS</p> <p>Series revised. Changed title from 'ACCIDENT/ INJURY REPORTS STUDENT,' changed from OPR, changed primary copy retention from Age 21 or 3 years after accident/injury, whichever is longer, changed secondary copy retention from 3 years, and removed 'If records are not readily separable, a blanket retention period of 20 years is recommended' - 03/03</p> <p>Series revised. Primary Copy retention changed from "Incident resolved plus 2 years", and RCW citation added to Remarks - 12/05</p>	OFM	Incidents involving adults only - 3 years Incidents involving minors - 3 years after subject minors turn 18 years of age	Destroy when obsolete or superseded	GS50-06C-03	Reference RCW 4.16.080 (2)



#### 4.6. OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.6.7	INDUSTRIAL HYGIENE MONITORING FILES Files document the monitoring of agency work environments for industrial health issues. May be for air quality, noise level, presence of chemicals, etc. Includes sample, test results, corrective action taken if any, etc.  New series 04/04	OPR	30 years	Destroy when obsolete or superseded	GS50-06C-33	
4.6.8	NOISE EXPOSURE REPORTS INDIVIDUAL EMPLOYEE  Series revised. Added 'Individual Employee' to title 04/04	OFM	2 years See remarks	Destroy when obsolete or superseded	GS50-06C-29	Reference WAC 296-62-09041 (4a).
4.6.9	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	OFM	5 years	Destroy when obsolete or superseded	GS50-06C-21	
4.6.10	PENALTY ASSESSMENT NOTIFICATION  Series revised. Changed title from 'NOTIFICATION OF PENALTY ASSESSMENT' 03/03	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20	



#### 4.6. OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.6.11	REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES Bulletins, pamphlets, notices, posters, etc.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-04	
4.6.12	RESPIRATOR FIT TEST RECORDS	OFM	Destroy after next test administered See remarks	Destroy when obsolete or superseded	GS51-05D-07	Reference WAC 296-62-07194 (3).
4.6.13	RESPIRATOR PROGRAM FILES	OFM	Destroy when obsolete or superseded See remarks	Destroy when obsolete or superseded	GS51-05D-08	Reference WAC 296-62-07194 (4).
4.6.14	SAFETY COMMITTEE MINUTES	OFM	1 year	Destroy when obsolete or superseded	GS51-05D-09	Reference WAC 296-800-13020





#### 4.6. OCCUPATIONAL HEALTH AND SAFETY

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.6.15	SAFETY TRAINING FILES – GENERAL Documentation of safety training classes (except for hazardous materials - see Remarks), some of which may be required by specific job classifications. May include lists of job required training for specific labor categories, training calendars, course info, vendor documentation, course materials, attendance logs and correspondence.  New Series - 12/06	OPR	6 Years - *See Remarks	Destroy when obsolete or superseded.	GS51-05D-12	If the training is for handling hazardous materials see the Hazardous Materials Admin Section GS50-19-09 and GS50-19-17.
4.6.16	WORKPLACE HAZARD ASSESSMENT CERTIFICATION Includes name of workplace, address of workplace inspected for hazards, name of person certifying assessment was done, date(s) assessment done, and statement identifying the document as the certification of assessment for the workplace.  Series revised. Added description - 04/04	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS51-05D-06	Reference WAC 296-800-16010.



#### 4.7. PERFORMANCE MANAGEMENT

*The activity of assessing and directing employee progress toward performance goals.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.7.1	EMPLOYEE SUGGESTION PROGRAM FILES Original suggestion forms, evaluation forms, recommendation form, and correspondence to document and process employee suggestion files.	OFM	3 years after determination of suggestion	Destroy when obsolete or superseded	GS50-04B-20	
4.7.2	PERFORMANCE EVALUATION BACKGROUND FILE SUPERVISOR  Series revised. Changed title from SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILE 12/03	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-31	
4.7.3	PERFORMANCE EVALUATIONS Evaluation of employee work performance, prepared by supervisor on a regular schedule.  New Series 12/03	OFM	Completion of Evaluation plus 3 years	Destroy when obsolete or superseded	GS50-04A-08	
4.7.4	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES  REV: New DAN assigned. (Original DAN GS50-04B-30 was a duplicate.) 12/2008	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-50	



#### 4.7. PERFORMANCE MANAGEMENT

*The activity of assessing and directing employee progress toward performance goals.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.7.5	WORK ASSIGNMENT RECORD, SCHEDULE OR LOG Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.  <i>Note: DAN GS50-04B-29 was also assigned to DAILY MAINTENANCE ACTIVITY RECORD/CREW SHEETS – PUBLIC WORKS – ENGINEERING (which has been changed to DAN GS50-04B-51). 12/2008</i>	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-29	



#### 4.8. PERSONNEL

*The activity of documenting an individual's employment with the local government agency. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.8.1	DRUG/ALCOHOL TEST RESULTS - POSITIVE RESULTS OR REFUSAL TO TEST (AGENCY EMPLOYEES) Files document drug/alcohol testing for cases with reasonable suspicion of abuse/use of substance. Includes drug/alcohol test results, corrective action, treatment, etc.  Series revised. Added 'Positive Results' and 'or Refusal to Test' to title, added Description, changed designation from OPR, reduced retention from 6 years, and added CFR citation to Remarks - 05/04	OFM	Date of results plus 5 years	Destroy when obsolete or superseded	GS50-04B-27	Reference 49CFR382.401.
4.8.2	DRUG/ALCOHOL TEST RESULTS NEGATIVE RESULTS OR CANCELED TESTS (AGENCY EMPLOYEES)  New series 05/04	OPR	Results posted or test canceled plus 1 year	Destroy when obsolete or superseded	GS50-04B-33	Reference 49CFR382.401.



#### **4.8. PERSONNEL**

*The activity of documenting an individual's employment with the local government agency. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.8.3	EMPLOYEE AWARD FILES Files contain records related to employee award programs such as recognition of outstanding performance, length of service, incentive plans, etc. May include recommendations, approved nominations, appreciation letters and additional related information.  New Series - 06/06	OFM	Date of Award plus 2 years.	Destroy when obsolete or superseded.	GS50-04B-44	Potentially Archival
4.8.4	EMPLOYEE CONTRACTS SUPERSEDED Contracts superseded within fiscal year.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-13	
4.8.5	EMPLOYEE DIRECTORY/ROSTER	OFM	Destroy when obsolete or superseded Potential archival value See remarks	Destroy when obsolete or superseded	GS50-04B-14	Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



#### 4.8. PERSONNEL

*The activity of documenting an individual's employment with the local government agency. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.8.6	<p>PERSONNEL FILE</p> <p>May include but is not limited to: Application for employment when hired; start of employment, identification, oaths of officials elected and appointed; bonds of officials elected and appointed; criminal history, background checks and investigations; records of employment status, position description and job classification; citations; letters of recommendation; personal history cards, raises; retirement or disability resulting in employment termination; evaluation of applications of recognition or non-college credit courses.</p> <p>ESSENTIAL RECORD - Needs security backup - See Remarks.</p> <p>Series revised. Combined with Employee History Files and changed wording in description - 06/03.</p> <p>Series revised. Removed evaluation reports of job performance to create a new series - 12/03</p>	OFM	Termination plus 6 years- See remarks	Destroy when obsolete or superseded	GS50-04B-06	Retention may be subject to restrictions provided by collective bargaining contracts and agreements. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.



#### 4.8. PERSONNEL

*The activity of documenting an individual's employment with the local government agency. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.8.7	TEMPORARY AGENCY WORKER ACCOUNTS Tracks temporary agency workers hired using original request forms moved to individual departments.  New Series - 05/04	OFM	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-23	
4.8.8	VOLUNTEER FILES Documents work service of individual volunteer. Includes application.  ESSENTIAL RECORD - Needs security backup - See remarks.  Series revised. Changed 'history' to 'service' in description, added 'Includes application' to description, and changed 'employment' to 'service' in Primary Copy Retention - 06/03	OPR	Termination of volunteer service plus 6 years	Destroy when obsolete or superseded	GS50-04B-10	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.



#### 4.9. POSITION DEVELOPMENT / STAFF STRUCTURE

*The activity of structuring and organizing human resources.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.9.1	JOB DESCRIPTIONS Current statement of qualifications, responsibilities, and duties of each individual position.  Revised series. Changed description 07/02	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-05	
4.9.2	POSITION CLASSIFICATION STUDIES Details on specific role and position of each job title, duties, obligations, etc.	OFM	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-07	
4.9.3	POSITION DESCRIPTION HISTORY FILES A history of positions, classifications, and corresponding job descriptions as these positions are revised. (Serves as writing aid for the development of future positions.)  Revised series. Added description 07/02	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-04B-08	





#### 4.10. RECRUITMENT / HIRING

*The activity of screening, selecting and employing of individuals. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.10.1	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-01	
4.10.2	CIVIL SERVICE COMMISSION JOURNAL Account of activity pertaining to certain civil service job openings. Contains names, test scores, and an indication of whether or not the persons involved are on an eligibility list, etc.	OFM	Expiration plus 1 year	Destroy when obsolete or superseded	GS50-04A-02	Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
4.10.3	CIVIL SERVICE EXAMINATION (PASSED BUT NOT HIRED) Examinations of those applicants that are on eligibility list, but have not been hired.	OFM	2 years	Destroy when obsolete or superseded	GS50-04A-03	
4.10.4	ELIGIBILITY LIST OR REGISTER List of individuals eligible to fill specific positions.	OFM	2 years	Destroy when obsolete or superseded	GS50-04A-04	
4.10.5	EMPLOYEE & VOLUNTEER FINGERPRINT LISTING Listings of newly hired employees fingerprinted for criminal background checks.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-11	



#### 4.10. RECRUITMENT / HIRING

*The activity of screening, selecting and employing of individuals. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.10.6	EMPLOYMENT ELIGIBILITY DOCUMENTS IMMIGRATION AND NATURALIZATION SERVICES (INS) FORM I-9 Documents used to verify employment eligibility within the United States. Series may include: Federal I-9 forms, passport copies, copies of valid driver's license, copies of certificate of naturalization, etc.  REV: New DAN assigned. (Original DAN GS50-05A-22 was a duplicate.) 12/2008  New Series 07/03	OPR	Date employee hired plus 3 years or termination of employment plus 1 year, whichever is longer See remarks	Destroy when obsolete or superseded	GS50-05A-26	Reference 8CFR24a.2 (2) (A)
4.10.7	EMPLOYMENT INQUIRIES Applications filled out by persons requesting positions and test announcement information.	OFM	1 year	Destroy when obsolete or superseded	GS50-04A-05	
4.10.8	EMPLOYMENT INTERVIEW EVALUATION FILES Includes test results.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-16	



#### 4.10. RECRUITMENT / HIRING

*The activity of screening, selecting and employing of individuals. Includes volunteers.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.10.9	EMPLOYMENT REQUISITION / PERSONNEL ACTION REQUEST May contain position specifications, needs analysis, and authorization signatures.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-17	
4.10.10	JOB ANNOUNCEMENTS OR POSTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-18	
4.10.11	RECRUITMENT FILES Documents recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications.  Series revised. Changed Primary Copy retention from 2 years, and added RCW citation to Remarks - 11/05	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-22	RCW 4.16.080 (2) Limitation of action for EEO discrimination complaints is 3 years.
4.10.12	VOLUNTEER APPLICATIONS NOT ACCEPTED OR INELIGIBLE  New Series 06/03	OFM	Application denied plus 1 year	Destroy when obsolete or superseded	GS50-04B-24	



#### 4.11. STAFF DEVELOPMENT / TRAINING

*The activity of enhancing employees' competencies and skills through programs and training.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.11.1	APPRENTICE CERTIFICATION FILES Documentation of classes taken, attendance, evaluations, certifications and on-the-job performance compiled for individuals participating in an apprenticeship program that will be used to meet future job requirements in and out of the agency.  New series - 02/06	OPR	50 years	Destroy when obsolete or superseded	GS50-04B-34	
4.11.2	CONTINUING PROFESSIONAL EDUCATION RECORDS Records document the continuing education requirement for employees.  <i>Note: DAN GS50-05A-23 was also assigned to SPECIAL PURPOSE DISTRICT INFORMATION STATEMENT - ANNUAL (which has been changed to DAN GS50-05A-25). 12/2008</i>  New series 05/04	OFM	End of licensing or reporting period plus 4 years	Destroy when obsolete or superseded	GS50-05A-23	



#### 4.11. STAFF DEVELOPMENT / TRAINING

*The activity of enhancing employees' competencies and skills through programs and training.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.11.3	EMPLOYEE TRAINING HISTORY FILE Files documenting the training history of individual employees who have participated in training and staff development programs. May include in-service and class registrations, confirmations, and documentation of training completed.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-04G-01	
4.11.4	HAZARDOUS MATERIALS TRAINING PROGRAMS Annual training and other training seminars for employees of the following: Hazardous materials, hazardous waste and hazardous exposure that may be required by the State. Records include but are not limited to; outline of classes, training agenda, and class summary.  New series - 09/04	OFM	Date of training plus 5 years	Destroy when obsolete or superseded	GS50-19-17	
4.11.5	TRAINING AVAILABILITY ANNOUNCEMENTS / NOTICES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04G-03	



**4.11. STAFF DEVELOPMENT / TRAINING**

*The activity of enhancing employees' competencies and skills through programs and training.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.11.6	TRAINING/CLASS COMPLETION REPORT Listings of employees and the classes or training exercises that have been completed. Produced on a periodic basis.	OFM	3 years	Destroy when obsolete or superseded	GS50-04G-02	



## 5. INFORMATION MANAGEMENT

The function of managing the local government agency's information, including electronic systems, records, publications, mail, and public disclosure.

### 5.1. ELECTRONIC INFORMATION SYSTEMS

*The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.1	DATA PROCESSING FEASIBILITY STUDIES May include any or all of the following: problem identification; requirements statement; system objectives; alternative proposals; cost/benefit analysis; feasibility statement.	OFM	3 years	Destroy when obsolete or superseded	GS50-06A-01	
5.1.2	ELECTRONIC INFORMATION SYSTEM AND SOFTWARE BACKUP DATA Tapes, discs, and media providing backup data that is revised and recreated in a regular cycle.  ESSENTIAL RECORD - - Backup should be stored off site.	OFM	Destroy when obsolete or superseded as determined by office of record	Destroy when obsolete or superseded	GS50-06A-02	In order to protect the physical security and accessibility of information for the duration of its retention requirement, backup tapes must be stored off-site in a temperature and humidity controlled environment.



## 5.1. ELECTRONIC INFORMATION SYSTEMS

*The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.3	ELECTRONIC INFORMATION SYSTEM DESIGN DOCUMENTATION May include any or all of the following: General description of design, including system review if applicable, system definition; project work plan; design detail, including documentation plan, program specifications, special forms and requirements; development plans for testing, training, conversion, and acceptance.	OFM	Fiscal/accounting systems - termination plus 3 years. All other systems: Until all record data produced by the system pass their approved retention periods.	Destroy when obsolete or superseded	GS50-06A-03	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
5.1.4	ELECTRONIC INFORMATION SYSTEM MAINTENANCE DOCUMENTATION May include any or all of the following: System or program change authorization; description of changes; acceptance testing.	OFM	Fiscal/accounting systems, termination plus 3 years. All other systems: Until all record data produced by the system pass their approved retention periods.	Destroy when obsolete or superseded	GS50-06A-04	Source document microfilming is not recommended for this purpose.





### 5.1. ELECTRONIC INFORMATION SYSTEMS

*The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.5	ELECTRONIC INFORMATION SYSTEM OPERATIONAL DATA Summaries of throughput statistics, usage figures, work output measurements, input edit listings, and system access logs.	OFM	1 year	Destroy when obsolete or superseded	GS50-06A-05	
5.1.6	ELECTRONIC INFORMATION SYSTEM POST IMPLEMENTATION REVIEWS Project and personnel evaluations, further recommendations.	OFM	Until termination of system or program use	Destroy when obsolete or superseded	GS50-06A-06	
5.1.7	ELECTRONIC INFORMATION SYSTEM PROGRAMMING AND IMPLEMENTATION DATA Operational and user instructions, specification, and system acceptance criteria.  ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Fiscal/accounting systems - termination plus 3 years. All other systems: Until all record data produced by the system pass their approved retention periods.	Destroy when obsolete or superseded	GS50-06A-07	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.



**5.1. ELECTRONIC INFORMATION SYSTEMS**

*The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.8	YEAR 2000 COMPLIANCE PROJECTS DOCUMENTATION May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records.  New Series 10/99	OPR	Termination of project and/or contract plus 6 years	Destroy when obsolete or superseded	GS50-06G-01	



## 5.2. MAIL SERVICES

*The activity of managing the circulation of printed information. Includes internal and external delivery methods.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.2.1	BULK MAILING PERMIT	OPR	6 years	Destroy when obsolete or superseded	GS50-06D-01	
5.2.2	CERTIFIED AND REGISTERED MAIL LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-02	
5.2.3	CERTIFIED MAIL RETURN RECEIPT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-03	
5.2.4	POSTAGE EXPENDITURE REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-04	
5.2.5	POSTAGE METER LICENSE	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06D-05	
5.2.6	POSTAGE METER LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-06	



## 5.2. MAIL SERVICES

*The activity of managing the circulation of printed information. Includes internal and external delivery methods.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.2.7	PRIVATE GROUND DELIVERY REGISTER  Series revised. Changed title from 'UPS REGISTER' - 06/03	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-08	
5.2.8	SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING	OFM	3 years	Post office has other copies	GS50-06D-07	



### 5.3. PUBLICATIONS

*The activity of drafting, producing, marketing and supplying the local government agency's publications.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.3.1	MASTER FILE OF AGENCY PUBLICATIONS	OFM	Destroy when obsolete or superseded - Potential archival value - See remark	Destroy when obsolete or superseded	GS50-06F-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



#### 5.4. PUBLIC DISCLOSURE

*The activity of responding to requests for access to the public records of the local government agency in accordance with RCW 42.56.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.4.1	PUBLIC DISCLOSURE REQUEST FILES Formal request submitted by individuals for access to agency records.  Series revised. Changed Primary Copy retention from "Current year plus 1 year", and added last two sentences to Remarks - 09/05	OPR	Requests and responses received through July 23, 2005 are retained for 5 years. Requests received on or after July 24, 2005 are retained for 1 year. See Remarks.	Destroy when obsolete or superseded	GS50-09-04	Records Committee reduced the retention from 6 years per RCW 40.14.060 (b) on 8/30/01. Agencies should retain an inventory or list of copies produced. Agencies shall retain copies of redacted records produced.
5.4.2	PUBLIC DISCLOSURE REQUEST LOGS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-13	



## 5.5. RECORDS MANAGEMENT

*The activity of systematically controlling the creation, receipt, maintenance, use and disposition of the local government agency's public records.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.5.1	FILES CLASSIFICATION GUIDELINES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-12	
5.5.2	GENERAL RECORDS RETENTION SCHEDULE Records retention schedules issued by the Local Records Committee that provide all agencies with continuing authorization for disposition of commonly held records.	OFM	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-01	
5.5.3	PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION Continuing authorities for the disposition of public records approved specifically for the agency by the Local Records Committee.	OPR	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-07	The Local Records Committee recommends a retention period of 6 years after disposition of the last records series listed on the schedule.
5.5.4	PUBLIC RECORDS DESTRUCTION AFFIDAVITS Listings of records series destroyed at specific times, including inclusive dates or inclusive numbers, signed by agency representative witnessing destruction.	OPR	6 years	Destroy when obsolete or superseded	GS50-09-05	



## 5.5. RECORDS MANAGEMENT

*The activity of systematically controlling the creation, receipt, maintenance, use and disposition of the local government agency's public records.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.5.5	PUBLIC RECORDS DESTRUCTION LOG  ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-09-06	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
5.5.6	RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES  ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-08	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
5.5.7	RECORDS DESTRUCTION AUTHORIZATION (OFFICE OF RECORD) Document signed by the office of record allowing the destruction of specific records	OPR	6 years	Destroy when obsolete or superseded	GS50-09-10	
5.5.8	RECORDS RETENTION SCHEDULES - INTERNAL Internal working guides abstracted from approved records retention schedules or approved general records retention schedules.	OFM	Destroy when superseded or revised	Destroy when obsolete or superseded	GS50-09-02	





## 5.5. RECORDS MANAGEMENT

*The activity of systematically controlling the creation, receipt, maintenance, use and disposition of the local government agency's public records.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.5.9	RECORDS RETRIEVAL REQUEST AND CIRCULATION DOCUMENTATION Documentation of materials pulled from and/or returned to records storage center.	OFM	Keep until materials returned to records center	Destroy when obsolete or superseded	GS50-09-11	
5.5.10	SOURCE DOCUMENTS DIGITIZED BY APPROVED EIS APPLICATION Source documents that have been digitized in accordance with a valid Electronic Imaging System (EIS) application approved by Washington State Archives in accordance with WAC 434-663, where the digitized images will be retained for the minimum retention period in accordance with the relevant DAN for that record series.  <i>Note: This record series must only be used by agencies with an approved EIS application for the specific records series being digitized. For further information on obtaining an EIS approval, please contact Washington State Archives.</i>	OFM	Retain until imaged and verified	Destroy when obsolete or superseded	GS50-09-14	



## GLOSSARY

<b>Archival</b>	<i>Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives.</i>
<b>Essential</b>	<i>Public records that local government agencies must have to maintain or resume business continuity following a disaster. The retention requirements for these records may range from very short-term to archival, but are necessary for an agency to resume its core functions following a disaster.</i>  <i>Security backups of these public records must be created and deposited with Washington State Archives in accordance with RCW 40.10.</i>
<b>OFM</b>	<i>Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.</i>
<b>OPR</b>	<i>Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.</i>
<b>Permanent</b>	<i>These records must not be destroyed. Permanent records which are not designated as archival or potentially archival must remain in the agency’s legal custody.</i>
<b>Potential Archival Value and Potentially Archival</b>	<i>Public records whose enduring legal and/or historic value must be appraised by Washington State Archives on an individual basis. Public records will be reviewed for sampling/selective retention by archivists from Washington State Archives. Records not selected for retention by Washington State Archives may be disposed of after appraisal.</i>
<b>Record Series</b>	<i>A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.</i>



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